



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

POLICY NO.
3.17

EFFECTIVE DATE:
January 4, 2021

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SUPERSEDES:

Family Violence Pre-Trial Supervision
September 15, 2012

APPROVED BY:

Gary A. Roberge, Executive Director

TITLE:

FAMILY SERVICES
FAMILY VIOLENCE
PRE-TRIAL MANAGEMENT

1. **Policy** Family Relations Counselors will provide administrative monitoring and supervision services to defendants referred to Family Services and court-ordered to attend and participate in pre-trial diversionary interventions for family violence cases.

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

3. **Procedures**

A. Operational Procedures



Links for this policy:

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

[JD-CL-98](#)

[JD-CL-98S](#)

[JD-CL-98P](#)

[JD-CL-98PT](#)

[JD-CL-99](#)

[JD-CL-99S](#)

[JD-CL-100](#)

[JD-CL-100S](#)

[JD-FM-94](#)

[JD-FM-102](#)

[JD-FM-109](#)

[JD-FM-189](#)

[JD-FM-224](#)

- 1) **Professionalism** The Family Relations Counselor (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 [Connecticut General Statute, Sec. 46b-38c\(c\)](#).
 - b. If the FRC has questions about the interpretation of this governing statute/policy, the FRC will discuss the matter with the Family Services Supervisor.
 - c. 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.
 - d. An FRC who does not speak or communicate in the same language as the client will utilize court-based interpreters or the language line to assist them in communicating with non-English speaking clients or with clients who use sign language to communicate. Under no



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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 should be used only in extreme 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 access to or possession of firearms, permits to carry firearms, or ammunition will be shared with the Court.
 - b. The FRC will ensure that all complainants/victims are referred in a timely manner (ideally prior to arraignment), to the Family Violence Victim Advocate to access advocacy, support and referrals to community services. The FRC will ensure the complainant/victim has 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 access to current information to assist the FVVA in their work with complainants/victims.



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- d. The FRC will ensure that scheduled interviews with complainants/victims are made at separate times from defendants and 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 days.
- e. The FRC will ensure that all questions answered in the affirmative pertaining to the defendant's access to firearms, a permit to carry a handgun and pistol, or ammunition are immediately reported to the State's Attorney and Court on the Firearm Disclosure Notice, [JD-FM-189](#), ensuring the form reflects "Updated Information".
- f. Upon the FRC having reasonable cause to suspect that a child involved in the case is 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 referrals to Protective Services for the Elderly for complainants/victims 60 years or older and/or to Protection and Advocacy for Persons with Disabilities.

B. Administrative Responsibilities

1) Supervision Cases:

- a. Upon referral by the Court, the defendant will be placed on pre-trial supervision with Family Services, and the appropriate court ordered conditions will be entered in CMIS.
- b. Upon the Court's order for Pre-trial Supervision, the FRC will send or arrange to send the defendant and the complainant/victim the G.A. supervision letters (JD-FM-238 and JD-FM-239) prepared in CMIS or the Spanish versions JD-FM-238S and JD-FM-239S. See **CSSD**



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Attachment A for specific G.A. supervision letters, which can also be found by doing a search on [Form Flow](#). The letters will be sent within 14 days and will outline the specific conditions of the pre-trial supervision period. Upon request, a copy of the complainant/victim letter will be made available to the FVVA.

- c. Upon the Court order for FVEP, the FRC will submit or arrange to submit an electronic referral to the service provider within 7 days.
- d. If a CSSD contracted service is ordered by Court for a case referred to Family Services for pre-trial supervision, it will be the responsibility of the FRC to make an electronic referral to the provider within 7 days.
- e. Upon completion of treatment/interventions, the FRC will appropriately close the conditions in CMIS.

2) Administrative/Compliance Monitoring

- a. The FRC will consider the DVSI-R and SRI risk assessment scores when determining the extent of the FRC's contact with the defendant and complainant/victim during the period of pre-trial supervision.
- b. In situations that involve high-risk offenders who have been ordered into pre-trial supervision, the FRC will make a concerted effort to expedite the defendant's entry into court-ordered services.
- c. The FRC will track each case referred for pre-trial supervision to ensure that the defendant completed the court ordered intervention(s) and that the conditions of the Protective Order were followed.
- d. The FRC will gather relevant information from collateral sources regarding the defendant's participation in both contracted and non-contracted services. For cases with DCF involvement, the FRC will seek updated information from DCF during the period of pre-trial



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supervision.

- e. During Pre-Trial Supervision and upon successful completion of Pre-Trial Supervision, the FRC will complete in CMIS-II a Report to State's Attorney Compliance with Conditions of Pretrial Diversion (Family Violence), [JD-FM-109](#), and, prior to the defendant's next court date, will file this report with the court.
- f. If the defendant needs additional time to complete the requirements of pre-trial supervision, a continuance date may be requested by the FRC.

3) Court Imposed Monitoring (CIM) Cases:

- a. A case is considered a Court Imposed Monitoring (CIM) case when the following occurs:
 - i. Family Services has not recommended Pre-Trial Supervision at any point.
 - ii. The defendant is not eligible for the Family Violence Education Program.
 - iii. The court has ordered the defendant into treatment and requested that Family Services provide compliance updates to the court on each subsequent court date.
 - iv. The defendant is not currently held on bond.
- b. Upon referral of the Court, the FRC will enter the court order for CIM, the appropriate court ordered conditions, and facilitate appropriate electronic referrals in CMIS.
- c. Upon the defendant's referral to CIM, the FRC will meet with the defendant to review the Court Imposed Monitoring conditions and



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provide FRC contact information. If the FRC is unable to meet with the defendant on the day the Court orders CIM, the FRC will schedule an appointment to review the CIM conditions prior to the next court date.

- i. The FRC will provide a letter to the defendant stating the CIM conditions and will include FRC contact information.
- ii. The FRC will provide a letter to the complainant/victim explaining the FRC's role in the case and will include in the letter Family Violence Victim Advocate contact information.
- iii. The FRC will have contact with the treatment provider at a minimum of every 30 days and note the status and compliance of the defendant in CMIS case notes.
- iv. If the FRC is unable to contact the treatment provider, all attempts will be noted in CMIS.
- v. The FRC will provide treatment updates on each of the defendant's court dates on [JD-FM-109](#). The [JD-FM-109](#) will be created in CMIS.
- vi. Upon notification of a defendant's non-compliance or termination from court-ordered treatment, the FRC will notify the court/ State's Attorney and request the matter be re-docketed.
- vii. The FRC will also notify the Victim Advocate of the defendant's lack of compliance.
- viii. The FRC will close the case in CMIS when the court relieves Family Services from monitoring the case or upon disposition of the case.



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4) Non-Compliance

- a. Upon notification of a defendant's non-compliance or termination from a diversionary intervention or violations of the Protective Order, the FRC will seek redocketing of the case for immediate court action unless the FRC seeks approval from the supervisor and it is determined the defendant will be given an opportunity to comply. The FRC will submit a Report to State's Attorney Compliance with Conditions of Pretrial Diversion (Family Violence), [JD-FM-109](#), completed in CMIS prior to the re-docketed court date.
- b. When an FRC has been notified by a provider that a defendant placed under the supervision of Family Services has not been attending regularly or is in jeopardy of being discharged, the FRC will contact the defendant and reiterate the terms, expectations, and conditions of the pre-trial diversionary obligation. The FRC will inform the defendant of the next scheduled court date and will case note the contact or attempts to contact in CMIS.
- c. The FRC will ensure the defendant is notified of the re-docketed continuance date. The complainant/victim and/or FVVA will also be notified of the re-docketed continuance date.
- d. If it is brought to the FRC's attention that the defendant may be violating the conditions of the protective order, the FRC will discuss with the FSS to determine if the case should be re-docketed.

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 for domestic violence.
- 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. Defendant A person arrested for an alleged crime in a domestic violence case.
- F. 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.
- G. 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.
- H. Explore A program for eligible offenders designed to change offender behavior through 26 weeks of psycho-educational group programming.

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- I. 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](#).
- J. 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.
- K. Family Services Supervisor (FSS) A CSSD employee with the qualifications and training who performs the functions outlined in the job description for [Family Services Supervisor I](#) or [Family Services Supervisor II](#).
- L. Family Violence Education Program (FVEP) A pre-trial diversion program as defined by statute [C.G.S. 46b-38c\(g\)](#).
- M. 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\(e\)](#).
- N. 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.
- O. 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](#).

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- P. 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.
- Q. 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](#).
- R. Protection Order Registry A computerized database to offer immediate access to all current orders of protection for court staff and law enforcement.
- S. 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.
- T. State's Attorney An attorney who represents the state in criminal cases, also referred to as the prosecutor.
- U. 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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G.A. Supervision Letters

Bristol

JD-FM-238.17	Family Services Supervision Defendant Letter
JD-FM-238.17S	Family Services Supervision Defendant Letter (Spanish)
JD-FM-239.17	Family Services Supervision Victim Letter
JD-FM-239.17S	Family Services Supervision Victim Letter (Spanish)

Bridgeport

JD-FM-238.02	Family Services Supervision Defendant Letter
JD-FM-238.02A	Family Services Supervision Defendant Letter (Family Services Office)
JD-FM-238.02AS	Family Services Supervision Defendant Letter (Family Services Office-Spanish)
JD-FM-238.02S	Family Services Supervision Defendant Letter (Spanish)
JD-FM-239.02	Family Services Supervision Victim Letter
JD-FM-239.02A	Family Services Supervision Victim Letter (Family Services Office)
JD-FM-239.02AS	Family Services Supervision Victim Letter (Family Services Office-Spanish)
JD-FM-239.02S	Family Services Supervision Victim Letter (Spanish)

Danbury

JD-FM-238.03	Family Services Supervision Defendant Letter
JD-FM-238.03S	Family Services Supervision Defendant Letter (Spanish)
JD-FM-239.03	Family Services Supervision Victim Letter
JD-FM-239.03S	Family Services Supervision Victim Letter (Spanish)

Danielson

JD-FM-238.11	Family Services Supervision Defendant Letter (Danielson)
JD-FM-238.11A	Family Services Supervision Defendant Letter (Windham)
JD-FM-238.11AS	Family Services Supervision Defendant Letter (Windham-Spanish)
JD-FM-238.11S	Family Services Supervision Defendant Letter (Danielson-Spanish)
JD-FM-239.11	Family Services Supervision Victim Letter (Danielson)
JD-FM-239.11A	Family Services Supervision Victim Letter (Windham)
JD-FM-239.11AS	Family Services Supervision Victim Letter (Windham-Spanish)
JD-FM-239.11S	Family Services Supervision Victim Letter (Danielson-Spanish)

Derby

JD-FM-238.05	Family Services Supervision Defendant Letter
JD-FM-238.05S	Family Services Supervision Defendant Letter (Spanish)
JD-FM-239.05	Family Services Supervision Victim Letter
JD-FM-239.05S	Family Services Supervision Victim Letter (Spanish)

Enfield

<u>JD-FM-238.13</u>	Family Services Supervision Defendant Letter
<u>JD-FM-238.13S</u>	Family Services Supervision Defendant Letter (Spanish)
<u>JD-FM-239.13</u>	Family Services Supervision Victim Letter
<u>JD-FM-239.13S</u>	Family Services Supervision Victim Letter (Spanish)

Hartford

<u>JD-FM-238.14</u>	Family Services Supervision Defendant Letter
<u>JD-FM-238.14A</u>	Family Services Supervision Defendant Letter (Family Services Office)
<u>JD-FM-238.14AS</u>	Family Services Supervision Defendant Letter (Family Services Office-Spanish)
<u>JD-FM-238.14S</u>	Family Services Supervision Defendant Letter (Spanish)
<u>JD-FM-239.14</u>	Family Services Supervision Victim Letter
<u>JD-FM-239.14A</u>	Family Services Supervision Victim Letter (Family Services Office)
<u>JD-FM-239.14AS</u>	Family Services Supervision Victim Letter (Family Services Office-Spanish)
<u>JD-FM-239.14S</u>	Family Services Supervision Victim Letter (Spanish)

Litchfield

<u>JD-FM-238.18</u>	Family Services Supervision Defendant Letter
<u>JD-FM-238.18P</u>	Family Services Supervision Defendant Letter (Polish)
<u>JD-FM-238.18PT</u>	Family Services Supervision Defendant Letter (Portuguese)
<u>JD-FM-238.18S</u>	Family Services Supervision Defendant Letter (Spanish)
<u>JD-FM-239.18</u>	Family Services Supervision Victim Letter
<u>JD-FM-239.18P</u>	Family Services Supervision Victim Letter (Polish)
<u>JD-FM-239.18PT</u>	Family Services Supervision Victim Letter (Portuguese)
<u>JD-FM-239.18S</u>	Family Services Supervision Victim Letter (Spanish)

Manchester

<u>JD-FM-238.12</u>	Family Services Supervision Defendant Letter
<u>JD-FM-238.12S</u>	Family Services Supervision Defendant Letter (Spanish)
<u>JD-FM-239.12</u>	Family Services Supervision Victim Letter
<u>JD-FM-239.12S</u>	Family Services Supervision Victim Letter (Spanish)

Meriden

<u>JD-FM-238.07</u>	Family Services Supervision Defendant Letter
<u>JD-FM-238.07S</u>	Family Services Supervision Defendant Letter (Spanish)
<u>JD-FM-239.07</u>	Family Services Supervision Victim Letter
<u>JD-FM-239.07S</u>	Family Services Supervision Victim Letter (Spanish)

Middletown

<u>JD-FM-238.09</u>	Family Services Supervision Defendant Letter
<u>JD-FM-238.09S</u>	Family Services Supervision Defendant Letter (Spanish)
<u>JD-FM-239.09</u>	Family Services Supervision Victim Letter
<u>JD-FM-239.09S</u>	Family Services Supervision Victim Letter (Spanish)

Milford

<u>JD-FM-238.22</u>	Family Services Supervision Defendant Letter
<u>JD-FM-238.22S</u>	Family Services Supervision Defendant Letter (Spanish)
<u>JD-FM-239.22</u>	Family Services Supervision Victim Letter
<u>JD-FM-239.22S</u>	Family Services Supervision Victim Letter (Spanish)

New Britain

<u>JD-FM-238.15</u>	Family Services Supervision Defendant Letter
<u>JD-FM-238.15S</u>	Family Services Supervision Defendant Letter (Spanish)
<u>JD-FM-239.15</u>	Family Services Supervision Victim Letter
<u>JD-FM-239.15S</u>	Family Services Supervision Victim Letter (Spanish)

New Haven

<u>JD-FM-238.23</u>	Family Services Supervision Defendant Letter
<u>JD-FM-238.23S</u>	Family Services Supervision Defendant Letter (Spanish)
<u>JD-FM-239.23</u>	Family Services Supervision Victim Letter
<u>JD-FM-239.23S</u>	Family Services Supervision Victim Letter (Spanish)

New London

<u>JD-FM-238.10</u>	Family Services Supervision Defendant Letter
<u>JD-FM-238.10S</u>	Family Services Supervision Defendant Letter (Spanish)
<u>JD-FM-239.10</u>	Family Services Supervision Victim Letter
<u>JD-FM-239.10S</u>	Family Services Supervision Victim Letter (Spanish)
<u>JD-FM-238.21</u>	Family Services Supervision Defendant Letter (Family Services Office)
<u>JD-FM-238.21S</u>	Family Services Supervision Defendant Letter (Family Services Office- Spanish)
<u>JD-FM-239.21</u>	Family Services Supervision Victim Letter (Family Services Office)
<u>JD-FM-239.21S</u>	Family Services Supervision Victim Letter (Family Services Office- Spanish)

Norwalk

<u>JD-FM-238.20</u>	Family Services Supervision Defendant Letter
<u>JD-FM-238.20S</u>	Family Services Supervision Defendant Letter (Spanish)
<u>JD-FM-239.20</u>	Family Services Supervision Victim Letter
<u>JD-FM-239.20S</u>	Family Services Supervision Victim Letter (Spanish)

Stamford

<u>JD-FM-238.01</u>	Family Services Supervision Defendant Letter
<u>JD-FM-238.01S</u>	Family Services Supervision Defendant Letter (Spanish)
<u>JD-FM-239.01</u>	Family Services Supervision Victim Letter
<u>JD-FM-239.01S</u>	Family Services Supervision Victim Letter (Spanish)

Tolland

<u>JD-FM-238.19</u>	Family Services Supervision Defendant Letter
<u>JD-FM-238.19S</u>	Family Services Supervision Defendant Letter (Spanish)
<u>JD-FM-239.19</u>	Family Services Supervision Victim Letter
<u>JD-FM-239.19S</u>	Family Services Supervision Victim Letter (Spanish)

Waterbury

<u>JD-FM-238.04</u>	Family Services Supervision Defendant Letter
<u>JD-FM-238.04S</u>	Family Services Supervision Defendant Letter (Spanish)
<u>JD-FM-239.04</u>	Family Services Supervision Victim Letter
<u>JD-FM-239.04S</u>	Family Services Supervision Victim Letter (Spanish)