



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

POLICY NO.
3.9

EFFECTIVE DATE:
May 15, 2005

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SUPERSEDES:

NEW POLICY

APPROVED BY:

William H. Carbone, Executive Director

TITLE:

**FAMILY SERVICES
INTAKE ASSISTANT**

1. **Policy** In addition to being accountable for a number of general clerical functions within an office, the Family Services CSSD Intake Assistant will provide support to Family Relations Counselors by performing a combination of paraprofessional and highly complex clerical responsibilities associated with interviewing clients, preparing court paperwork and data entry in both the criminal and civil courts.

2. **Definitions:**
 - A. Family Relations Counselor (FRC) A CSSD employee with the qualifications and training who performs the functions outlined in the job description as depicted in Attachment A.

 - B. Family Services Supervisor (FSS) A CSSD employee with the qualifications and training who performs the functions outlined in the job description as depicted in Attachment B.

 - C. Intake Assistant (IA) A CSSD employee with the qualifications and training who performs the functions outlined in the job description as depicted in Attachment C.

 - D. Defendant A person arrested for an alleged crime in a domestic violence case.

 - E. Victim(s)/Complainant(s) Person(s) who suffer 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(s) may be listed as a victim(s)/complainant(s) on the police incident report or may be subsequently identified through the court process.

 - F. Arraignment The first court appearance after a person has been arrested for domestic violence.

 - G. Family Violence Victim Advocate (FVVA) A person working for a community-based domestic violence program service agency who provides support services to victims of family violence; works with victims/complainants to enhance safety planning for the individual, provides information to the court regarding the victim(s)/complainant(s) position regarding a protective order and offers additional services and resources to victim(s)/complainant(s) of domestic violence and their children.



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- H. State's Attorney An attorney who represents the state in criminal cases; also referred to as the prosecutor.
- I. Family Violence Protective Order A court order, Judicial form JD-CR-58 - Rev. 10-03 (Attachment D) or any subsequent revisions, against a defendant, which may include provisions necessary to protect the victim(s)/complainant(s) from further harm as defined by statute CGS 46b-38c(e).
- J. Domestic Violence Screening Instrument (DVSI-R) A risk assessment tool for court personnel to assist in screening domestic violence offenders for the purposes of planning services and case disposition. (See Attachment E).
- K. Family Violence Education Program A pre-trial diversion program as defined by statute CGS 46b-38c(g).
- L. Firearm Disclosure Notice An approved Judicial form (JD-FM 189), (Attachment F) for tracking all disclosed firearm information as required by PA 01-130.
- M. Family Services Unit Assessment Report A report (Attachment G) written by the Family Relations Counselor that provides an assessment of the client, including identifying risks and needs, assessing eligibility and appropriateness of referral to pre-trial diversion options and making a recommendation to the court regarding case disposition.
- N. Report to State's Attorney Compliance with Conditions of Pre-trial Diversion (Family Violence) An approved Judicial form JD-FM-109 Rev. 1-2001, (Attachment H), used for reporting the defendant's compliance with pre-trial conditions.
- O. Protective/Restraining/No Contact Order Registry A computerized database to offer immediate access to all current orders of protection for court staff and law enforcement.
- P. COLLECT System A State Police computer criminal record check for both convictions and pending arrests in Connecticut and for other states.



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- Q. CRMV A computerized database managed by Court Operations that stores information regarding pending dispositions of criminal cases in Connecticut.
- R. Negotiation A conflict resolution process in which the Family Relations Counselor meets with the attorneys, Pro Se parties and/or clients with respect to the legal actions pending before the Court. The role of the FRC is to facilitate discussions and to assess and recommend potential solutions.
- S. JD Referral Form A Judicial form JD-FM-132 Rev. 6-04, (Attachment I) completed during the intake of a civil case when a matter is referred to Family Services for mediation or evaluation.

3. Operational Procedures

- A. Professionalism The Intake Assistant (IA) will interact with Family Relations Counselors, court related personnel, Family Violence Victim Advocates, defendants, and when necessary, victims/complainants in a professional, fair, objective, respectful and timely manner.
- B. Staff Support In addition to performing standard office clerical duties such as data entry, typing, filing, answering telephone calls, setting up and managing files and maintaining records and logs, a major job responsibility of the Intake Assistant (IA) is to provide support to the FRC. This would include gathering intake information from clients allowing the FRC to focus on making assessments and recommendations for the case. The IA will also provide general information to the public regarding the services, processes and procedures offered by Family Services in both courts. The IA will not provide the public or clients with any form of counseling, assessments, opinions or judgements regarding their cases or issues they may raise. The IA will direct any inquiries that require assessment type responses to the Family Services Supervisor (FSS) or a senior staff member if the FSS is not available.
- C. Intake of Domestic Violence Cases An Intake Assistant will be available to assist the FRC in interviewing defendants, gathering information, preparing paperwork and entering data into CMIS as part of the arraignment process in accordance with the following standards:



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- (1) The Intake Assistant will, as directed by the FSS or designee, have the ability to obtain and review a copy of the incident/arrest report, probation status, other court orders, criminal history check and any additional information as provided by the police or other court personnel when possible.
 - a. The IA will look up and review the prior Family Services files for past arrests and prior interventions offered by Family Services.
 - b. The IA will, when certified for COLLECT, run record checks on a person arrested for a domestic violence offense.
 - c. The IA will search the CRMV for any pending arrests.
- (2) The IA will, as directed by the FSS or designee, interview the defendant prior to arraignment as follows:
 - a. The IA will provide general information to the defendant about the role of Family Services at arraignment, their role as IA, and the overall arraignment process prior to beginning the interview.
 - b. The IA will, if possible, begin entering information into CMIS at arraignment.
 - c. The IA will complete the Case Data Record as completely as possible, (by interviewing the defendant and through information gathered prior to the interview), except for the portions that deal with recommendations to the court, victim input, information about protective orders and information regarding access to weapons or licenses.
 - d. The IA will assist the Family Relations Counselor at arraignment by filling out and organizing necessary paperwork and other activities for this process.
 - i. The IA will complete the first section of the Protective Order, writing in a legible fashion.



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- ii. The IA will verify that the Family Violence Victim Advocate has a copy of the police report and other current information. The IA will, if necessary, make certain that victim(s)/co-defendant(s) are referred to the FVVA before the arraignment of the defendant. The IA may also provide the FVVA with pages 1 and 2 of the Case Data Record. The IA will not interview victim(s) of a domestic violence offense. The IA may gather general information from a victim(s) (i.e. telephone number) and can also provide court process information to the victim.
- iii. The IA will not make recommendations or assessments regarding whether a case is to be referred to Family Services, the level of a Protective Order, or any services or diversionary programs for a defendant that would lead to a disposition of the charges before the court.
- iv. The IA will assist the FRC in organizing the cases so that the results of the intake/screen at arraignment can be sent to the State's Attorney in a timely fashion. The IA will make certain that all information that they have gathered or produced for each arraignment is organized and in proper order. The IA will review each case with the FRC and will inform the FRC of the remaining work necessary to complete the case. The IA will not permit any paperwork to be submitted to the Court that is not approved by the FRC or a Family Services Supervisor.
- v. The IA will remain in court after the arraignments are finished to record the Court's decision regarding referral, the Protective Order, continuance dates and/or any other conditions placed on the defendant at the time of arraignment.
- vi. The IA will complete the referral on CMIS and print out the Intake Form for the Family Services file.

D. Post Arraignment Support The Intake Assistant will, as directed by the FSS or designee, provide support to the Family Relations Counselor after the arraignment day by assisting the FRC in monitoring the cases referred to Family Services for



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assessment in accordance with the following standards:

- (1) The IA will assist the FRC by sending out notices for both defendant and victim office appointments if the matter is referred for a full assessment.
- (2) The IA will, if directed by the FRC, file assessment reports completed by the FRC with the State's Attorneys Office on or before a given continuance date.
- (3) The IA will assist the FRC by completing the Family Violence Education Program Application Form and by filling out and sending the victim (via certified mail) the Notice Application for Family Violence Education Program form.
- (4) The IA will, if directed by the FRC, mail a letter or arrange for a letter to be sent in a timely manner to the defendant and separately to the victim/complainant outlining the specific conditions of a pre-trial supervision. A copy of the victim/complainant letter will also be forwarded to the FVVA in a timely manner.
- (5) The IA may contact defendants to facilitate and coordinate diversionary program participation.
- (6) The IA may gather documentation from a defendant, collateral source or contracted provider either via mail or in person that he or she completed a specific recommendation by Family Services. The IA will place the information in the file and, if directed by the FRC, will fill out the Report to the State's Attorney, Compliance with Conditions of Pre-Trial Diversion form. After consultation with the FRC, the IA may monitor a defendant's compliance with the Family Violence Education Program and fill out the Referral to Family Violence Education Program and Outcome Report. The IA will file these reports with the State's Attorneys Office as directed by a FRC.
- (7) The IA will not, under any circumstances, make recommendations regarding the disposition of any family violence case. The IA will not make any statements/reports regarding the compliance of a defendant unless directed by the FRC after direct communications with the counselor.

 <p style="text-align: center;"><i>State of Connecticut</i> JUDICIAL BRANCH COURT SUPPORT SERVICES DIVISION POLICY AND PROCEDURES</p>	POLICY NO. 3.9	EFFECTIVE DATE: May 15, 2005	PAGE 7 OF 8
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- (8) The IA will, as directed by the FRC, complete and close cases in CMIS after entering the necessary case information.

E. Other Domestic Violence Activities

- (1) The IA will not share case information with any source without first directly speaking with the FRC assigned to the case or arraignment. The FRC will direct the IA regarding the sharing of information as governed by Connecticut General Statute Sec. 46b-38(c). If the IA has any questions regarding the sharing of information, he/she will contact the Family Services Supervisor and will strictly follow the directives of the FSS regarding the releasing of any information.
- (2) If a Protective Order Modification is sought by a defendant post arraignment, the IA will assist the Family Relations Counselor by filling out the first section of the Protective Order. The IA will locate the Family Services file for the FRC to review or will telephone the office to gather this information if directed by the FRC.
- (3) If the IA gathers information regarding the possible neglect or abuse of children during the interview process, the IA will immediately disclose this fact to the FRC. The IA will, as directed by the FSS or designee, send the appropriate information to DCF via fax or mail.
- (4) IA's who do not speak or communicate in the same language as the defendant will inform the FRC and then make every effort to secure an independent interpreter to assist them in communicating with non-English speaking defendants or with defendants who use sign language. Under no circumstances will the IA use a victim/complainant or minor child to interpret for a defendant.

F. Civil Court Intake Assistance

- (1) The IA will, as directed by the FSS or designee, meet with Pro Se client and/or attorneys to gather basic information to fill out the JD Referral Form. This information will include the plaintiff and defendant's name, address, telephone numbers, dates of birth, employer information and telephone



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numbers, the children's names and dates of birth and attorney information. The IA will not make determinations regarding the civil court process necessary to resolve the dispute and will inform all parties that this recommendation will be made by the FRC.

- (2) The IA will, as directed by the FSS or designee, enter the information obtained from the JD Referral Form into CMIS.
- (3) The IA will, as directed by the FSS or designee, meet with Pro Se parties and attorneys as part of the short calendar negotiations conducted by Family Services to gather general information about the motions on the Short Calendar. The IA will ensure that all forms (financial affidavits or child support guidelines) are filled out prior to seeing the FRC for negotiation and to organize the case flow into the Family Services office by supervising the sign in list.
- (4) The IA will, as directed by the FSS or designee, add or close referrals to Family Services in CMIS.

4. **Exceptions** Any exception to this policy will require prior written approval from the Division's Executive Director.

FAMILY RELATIONS COUNSELOR II

UNCLASSIFIED

CLASS CODE: 9565

EEO CATEGORY: 2

S.G. JA27

B.U. 42

O.G.

Effective Date June 29, 1990

DIVISION: Family

CLASS DEFINITION: This class is accountable for independently providing a full range of services relative to the resolution of family and interpersonal conflict in the family relations and criminal sessions of the court.

SUPERVISION RECEIVED: Works under the general supervision of a Family Services Supervisor or other employee of higher grade.

SUPERVISION EXERCISED: May lead/supervise lower level employees as assigned.

EXAMPLES OF DUTIES: In marital dissolution or separation cases, conducts comprehensive family evaluations involving disputed issues of child custody, visitation and family finances; prepares and presents oral and written evaluations, including dispositional recommendations to the court, attorneys and families; when necessary, provides testimony to the court; conducts conjoint mediation sessions with parties to assist them in achieving mutually agreeable solutions to disputed issues; working with attorneys and clients, conducts pre-trial settlement conferences analyzing complex family financial data and recommending equitable distribution of income and assets; develops, maintains, and utilizes relationships with community agencies to make appropriate referrals for services and to obtain necessary information; provides crises-intervention, on-going counseling and education services to clients; provides public education workshops and training; in criminal cases involving family violence, conducts assessments of dangerousness and recommends appropriate judicial action to ensure the safety of victims including protective orders; performs in-depth evaluations of violent relationships for the court and prepares written reports recommending suitable dispositional alternatives; develops and maintains relationships with family violence victim advocates and community agencies as referral and information sources; in criminal cases involving interpersonal disputes, provides mediation and evaluation services to offenders and victims as a diversion to the adjudication process; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of complex family and interpersonal dynamics involved in divorce and family violence situations; considerable knowledge of a variety of dispute resolution mechanisms; considerable knowledge of the various legal and financial elements affecting the economics of divorce including tax consequences, valuation of pensions, businesses, and evaluation of assets; considerable knowledge of social, cultural, economic, psychological and legal issues influencing the attitudes and behaviors of clients and families; considerable knowledge of relevant state and federal laws; considerable knowledge of child development and the impact of divorce on children; considerable knowledge and skills necessary to obtain the confidence of judges and attorneys to effectively negotiate complex issues between opposing attorneys in divorce cases; considerable interpersonal skills; considerable oral and written communication skills; considerable interviewing and counseling skills; considerable ability to objectively analyze highly conflicted and/or violent situations and the ability to utilize logical, defensible judgment in recommending appropriate solutions or dispositional options; considerable ability to relate to different cultural and economic backgrounds.

EXPERIENCE AND TRAINING

General Experience: A Bachelor's degree and three (3) years of experience providing family and marital counseling, mediation, and dispute resolution services.

Substitutions Allowed:

1. A Master's degree in the social sciences or a related field may be substituted for one (1) year of the General Experience.
2. Two (2) years of experience as a Family Relations Counselor I may be substituted for the General Experience.

SPECIAL REQUIREMENT: Incumbents in this class are required to have a valid Connecticut motor vehicle operator's license and a motor vehicle available for daily use.

WORKING CONDITIONS: Incumbents may be exposed to some risk of injury from assaultive/abusive clients; may be exposed to disagreeable conditions when interviewing incarcerated clients.

This replaces the existing specification for the same class in Salary Groups JA 22 and 23 approved effective December, 1981.

This replaces the existing specification for the same class in Salary Group S JA 22 and 23 approved effective December, 1981.

FAMILY SERVICES SUPERVISOR II

UNCLASSIFIED
CLASS CODE: 0549
EEO CATEGORY: 2

S.G. JA 31
B.U. 42
O.G.
Effective Date July 17, 2001

DIVISION: Court Support Services

CLASS DEFINITION: This class is accountable for supervising the staff and operations of one or more family services office locations.

GUIDELINES FOR CLASS USE: Assignment of Family Services Supervisors to large or small office designations will be determined by the Guidelines for Classification Use promulgated by the Supreme Court.

SUPERVISION RECEIVED: Receives general direction from another employee of higher grade.

SUPERVISION EXERCISED: Supervises Family Services staff as assigned.

EXAMPLES OF DUTIES: Schedules, assigns, oversees, and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans office work; establishes and maintains office procedures; acts as liaison with other operating units, agencies, and outside officials regarding office policies and procedures; makes recommendations on policies or standards; prepares reports and correspondence; represents the Division in court proceedings; reviews and approves contents and recommendations of reports prior to submission to the court; may review and respond to complaints involving staff performance or office procedures and policies; oversees security and maintenance of facilities and office equipment; may maintain a caseload of direct services to the court and the public; may testify regarding case studies and provide other direct services as necessary; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of complex family and interpersonal dynamics involved in divorce and family violence situations; considerable knowledge of a variety of dispute resolution mechanisms; considerable knowledge of the various legal and financial elements affecting the economics of divorce, including tax consequences, valuation of pensions, businesses, and evaluation of assets; considerable knowledge of the social, cultural, educational, economic, psychological, and legal issues influencing the attitudes and behaviors of clients and their families; considerable knowledge of child development and the impact of divorce on children; considerable knowledge of relevant state and federal laws; considerable knowledge and skills necessary to obtain the confidence of judges and attorneys to effectively negotiate complex issues between opposing attorneys in divorce cases; considerable knowledge of relevant agency policies and procedures; considerable interpersonal skills; considerable oral and written communication skills; considerable interviewing and counseling skills; computer skills; considerable ability to objectively analyze highly conflicted and/or violent situations and the ability to utilize logical, defensible judgment in recommending appropriate solutions or dispositional options; considerable ability to relate to different cultural and economic backgrounds; supervisory ability.

EXPERIENCE AND TRAINING

General Experience: A Bachelor's degree and six years of experience providing family and marital counseling, mediation, and dispute resolution services.

Special Experience: Three years of the General Experience must have been at or above the level of Family Relations Counselor II.

Substitutions Allowed: A Master's degree in the social sciences or a related field may be substituted for one year of the General Experience.

SPECIAL REQUIREMENT: Incumbents may be required to travel in the course of their daily work.

WORKING CONDITIONS: Incumbents may be exposed to some risk of injury from assaultive/abusive clients.

This replaces the existing specification for Family Services Supervisor in the same salary group approved effective June 28, 1991. (division, class definition, guidelines)

COURT SUPPORT SERVICES INTAKE ASSISTANT

UNCLASSIFIED

S.G.

JZ 15

CLASS CODE:

B.U.

43

EEO CATEGORY:

O.G.

Effective Date: May 12, 1999

DIVISION: Court Support Services

CLASS DEFINITION: This class is accountable for providing assistance to Court Support Services staff by performing a combination of paraprofessional and highly complex clerical work associated with interviewing clients referred by the court for probation, family and/or bail matters.

GUIDELINES FOR CLASS USE: Use of this class is limited to incumbents performing paraprofessional tasks to assist professional Court Support Services staff for a majority of their time. Incumbents may also perform higher level clerical and/or technical tasks.

SUPERVISION RECEIVED: Works under the general supervision of an employee of higher grade.

EXAMPLES OF DUTIES: Performs a variety of duties to obtain client intake information necessary for assessment, referral and release decisions made by higher level staff; conducts client intake interviews and documents information such as residence, employment, education, family ties to the area, psychiatric, drug and/or alcohol problems, prior convictions, failures to appear, etc.; verifies information by contacting references and victims and prepares required forms; enters information into computer; contacts police departments within assigned geographical region to determine which locations have cases requiring interviews and may travel to police departments to conduct interviews; obtains arrest reports from police and may discuss cases with arresting officers to obtain additional information; conducts criminal record checks using computerized information systems to document prior offenses and criminal histories; may provide case information to clients and explain conditions and the importance of compliance and court procedures; notifies clients of required court appearances; follows up with clients who do not appear as required; prepares case records and files for court presentation; coordinates diversionary program participation and monitors participants' completion of program; prepares reports and correspondence; maintains records and activity logs; performs clerical work such as data entry, typing, filing, etc.; may collect urine samples from clients for drug testing; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of office administration and management; interpersonal skills; oral and written communication skills; ability to conduct interviews, record and verify information; computer skills.

EXPERIENCE AND TRAINING

General Experience: Three years of secretarial/clerical, investigations or related experience in criminal justice or a related field.

Substitutions Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience.

WORKING CONDITIONS: Incumbents may be exposed to some risk of injury from assaultive/abusive defendants; may be exposed to communicable diseases.

SPECIAL REQUIREMENT: Incumbents may be required to travel in the course of their daily work. This replaces the existing specifications for Adult Probation Assistant and Bail Commission Aide in salary groups JZ 16 and JZ 15 approved effective November 17, 1994 and June 23, 1994

**FAMILY VIOLENCE
PROTECTIVE ORDER**

JD-CR-58 Rev. 10-03
C.G.S. §§ 29-36k, 46b-38c(d)(e), 53a-223,
16 U.S.C. § 2265.

**** ATTENTION DEFENDANT ****
**SEE PAGE 2 FOR FIREARMS RESTRICTIONS
AND OTHER INFORMATION CONCERNING
ORDERS OF PROTECTION.**

STATE OF CONNECTICUT
SUPERIOR COURT
www.jud.state.ct.us

DISTRIBUTION INSTRUCTIONS

1. Retain original for court file; send a certified copy to the victim and copies to the Defendant and Family Relations.
2. Within 48 hours of issuance of this order, send to law enforcement agencies covering the towns of residence of both the Victim and the Defendant, and if requested, to the law enforcement agency covering the Victim's town of employment: a copy of this order or the information contained herein by facsimile or other means.

J.D./G.A.	COURT LOCATION (No., street, town, zip code, and courtroom, if applicable)	DOCKET NO. CR-
NAME OF DEFENDANT (Last, First Middle)	DATE OF BIRTH (mm/dd/yyyy)	SEX <input type="checkbox"/> M <input type="checkbox"/> F
RACE		
ADDRESS OF DEFENDANT (No. and street)		(City) (State) (Zip Code)
IT HAS BEEN ALLEGED THAT THE ABOVE-NAMED DEFENDANT:		DEFENDANT'S RELATIONSHIP TO VICTIM
<input type="checkbox"/> holds a permit to carry a pistol or revolver. <input type="checkbox"/> possesses one or more firearms.		<input type="checkbox"/> Spouse/Former <input type="checkbox"/> Parent of Common Child <input type="checkbox"/> Other (specify below) <input type="checkbox"/> Cohabitant/Former <input type="checkbox"/> Victim's Child
<input type="checkbox"/> SEALED FROM PUBLIC	NAME OF VICTIM (Last, First, Middle)	DATE OF BIRTH (mm/dd/yyyy)
<input type="checkbox"/> SEALED FROM PUBLIC	ADDRESS TO WHICH MAIL IS TO BE SENT (No. and street)	SEX <input type="checkbox"/> M <input type="checkbox"/> F
<input type="checkbox"/> SEALED FROM PUBLIC	HOME ADDRESS <input type="checkbox"/> Same as mailing address	RACE
OPTIONAL	If additional notification to law enforcement was requested:	VICTIM'S TOWN OF EMPLOYMENT (State) (Zip Code - Required)

"X" here if there is any other protective or restraining order in effect for either party connected with this action.

PROTECTIVE ORDER

ORIGINAL ORDER. MODIFICATION OF ORDER DATED: _____

ON THIS DATE IT IS HEREBY ORDERED THAT THE ABOVE-NAMED DEFENDANT:

- Refrain from imposing any restraint upon the person or liberty of the Victim. (P1)
- Refrain from threatening, harassing, stalking, assaulting, molesting, or sexually assaulting the Victim. (P2)
- Refrain from entering the family dwelling, the dwelling of the Victim or wherever the Victim shall reside. (P3)
- Defendant may return to the dwelling one time with police to retrieve belongings. (P4)
- Refrain from having any contact in any manner with the Victim. (P5)
- Refrain from coming within 100 yards of the Victim. (P7)
- Refrain from entering the Victim's place of employment. (P8)
- This order extends to the Victim's minor children. (P9)
- Further order: (P10)

SURRENDER OR TRANSFER ALL FIREARMS (See page 2, call 860 685-8400 for assistance.)

THIS ORDER REMAINS IN EFFECT UNTIL FINAL DISPOSITION OF THE CRIMINAL CASE OR UNTIL FURTHER ORDER OF THE COURT.

BY THE COURT	SIGNED (Judge, Assistant Clerk)
	DATE SIGNED (mm/dd/yyyy)

CERTIFICATION

*I hereby certify that the foregoing is a true copy of the protection order in the herein named cause, as on file and of record appears.
In witness whereof, I have hereunto set my hand and the seal of said court on:*

SIGNED (Assistant Clerk)	DATE SIGNED (mm/dd/yyyy)
--------------------------	--------------------------

INFORMATION CONCERNING PROTECTIVE ORDERS

NATIONWIDE ENFORCEMENT OF RESTRAINING AND PROTECTIVE ORDERS

This court had jurisdiction over the parties and the subject matter when it issued this protection order. Respondent was afforded both notice and opportunity to be heard in the hearing that gave rise to this order. Pursuant to the Violence Against Women Act of 1994, 18 USC 2265, this order is valid and enforceable in all fifty states, any territory or possession of the United States, the District of Columbia, the Commonwealth of Puerto Rico and Tribal Lands.

BAIL OR RELEASE CONDITION FOR PERSONS SUBJECT TO PROTECTIVE ORDERS

This protective order is made a condition of your bail or release and, in accordance with C.G.S. § 53a-223, any violation of this order constitutes criminal violation of a protective order which is punishable by a term of imprisonment of not more than five years, a fine of not more than five thousand dollars, or both. Additionally, in accordance with C.G.S. § 53a-107, entering or remaining in a building or any other premises in violation of this order constitutes criminal trespass in the first degree which is punishable by a term of imprisonment of not more than one year, a fine of not more than two thousand dollars, or both. Violation of this order also violates a condition of your bail or release, and may result in raising the amount of bail or revoking release.

FIREARMS RESTRICTIONS FOR PERSON SUBJECT TO RESTRAINING OR PROTECTIVE ORDERS

If you are subject to a restraining or protective order involving the use, attempted use or threatened use of physical force against another person:

1. You are not eligible to receive a permit or eligibility certificate allowing you to carry a pistol or revolver (C.G.S. Sections 29-28(b)(6), 29-36f(b)(6));
2. Any permit or eligibility certificate which you now hold shall be revoked and you must surrender such permit or eligibility certificate to the authority that issued it within five (5) days of being notified that it has been revoked. If you do not surrender such permit or eligibility certificate as required, you will be guilty of a class C misdemeanor which is punishable by a fine of up to five hundred dollars or imprisonment of up to three months or both. (C.G.S. Sections 29-32 and 29-36i);
3. You must transfer all pistols, revolvers and other firearms which you possess to a person who is eligible to possess them or surrender them to the Commissioner of Public Safety within two (2) business days of becoming subject to such order. If you do not do so, you will be subject to a fine of up to five thousand dollars or imprisonment of up to five years or both (C.G.S. Sections 29-36k, 29-33 and P.A. 02-120, Sec. 6); and
4. If you possess any pistol or revolver, or any firearm or electronic defense weapon, after you have had notice of such order and an opportunity to be heard, you will be guilty of criminal possession of a pistol or revolver or criminal possession of a firearm or electronic defense weapon. These crimes are class D felonies which are punishable by a fine of up to five thousand dollars or a term of imprisonment of up to five years or both (C.G.S. Sections 53a-217(a)(3) and 53a-217c(5)). Two years of the sentence imposed for criminal possession of a firearm or electronic defense weapon may not be suspended or reduced by the court (C.G.S. Section 53a-217(b)).

INFORMACIÓN ACERCA DE LAS ÓRDENES DE PROTECCIÓN

CUMPLIMIENTO DE LAS ÓRDENES DE PROTECCIÓN A NIVEL NACIONAL

Este tribunal tenía jurisdicción sobre las partes y la materia en cuestión cuando dictó esta orden de protección. Al peticionado se le notificó y se le dió la oportunidad de ser escuchado en la audiencia que dió lugar a esta orden. Conforme a la Ley sobre Violencia contra la Mujer de 1994, 18 USC 2265, esta orden es válida y se puede hacer cumplir en los cincuenta estados, en cualquier territorio o posesión de los Estados Unidos, en el Distrito de Columbia, en el Estado Libre Asociado de Puerto Rico y en las tierras indígenas.

CONDICIONES DE LA LIBERACIÓN O LIBERTAD BAJO FIANZA DE PERSONAS SUJETAS A UNA ORDEN DE PROTECCIÓN

Esta orden de protección es una condición de su liberación o libertad bajo fianza y conforme a C.G.S. § 53a-223, todo incumplimiento de esta orden constituye una violación de una orden de protección y la misma se sanciona con pena de prisión por un término que no excederá de cinco años, pena de multa que no excederá de cinco mil dólares o ambas penas. Asimismo, conforme a C.G.S. § 53a-107, el entrar o el permanecer en un edificio o cualquier otro local en violación de esta orden constituye allanamiento de propiedad en primer grado. Esto constituye un delito previsto y sancionado con pena de prisión por un término que no excederá de un año, pena de multa que no excederá de dos mil dólares o ambas penas. Cualquier incumplimiento de esta orden también viola una de las condiciones de su liberación o libertad bajo fianza y como consecuencia se le puede subir la fianza impuesta o se le puede revocar su libertad.

RESTRICCIONES EN MATERIA DE ARMAS DE FUEGO A PERSONAS SUJETO A ÓRDENES DE RESTRICCIÓN O DE PROTECCIÓN

Si a Ud. se le exige obedecer una orden de restricción o de protección por haber empleado la fuerza física contra otra persona, por haber intentado emplearla o por haber amenazado con emplearla:

1. No llena los requisitos para recibir el permiso ni el certificado de idoneidad que lo autoriza a portar pistolas o revólveres (C.G.S., Artículos 29-28(b)(6) y 29-36f(b)(6));
2. Todo permiso o certificado de idoneidad que posea ahora será revocado y deberá entregar este permiso o certificado de idoneidad a las autoridades que lo expidieron en el término de cinco (5) días de notificársele que ha sido revocado. Si no entrega dicho permiso o certificado de idoneidad según se requiere, se le encontrará culpable de un delito de menor cuantía clase C que se sanciona con pena de multa que no excederá de quinientos dólares, pena de reclusión que no excederá de tres meses o ambas penas (C.G.S. Artículos 29-32 y 29-36l);
3. Deberá entregar todas las pistolas, revólveres y otras armas de fuego a una persona idónea para poseerlas o entregarlas al Comisionado de Seguridad Pública en el término de los dos días hábiles siguientes a la imposición de esta orden. Si no lo hace así, será sancionado con multa que no excederá de cinco mil dólares, pena de reclusión que no excederá de cinco años o ambas penas (C.G.S. Artículos 29-36k, 29-33 y Public Act 02-120, Sec. 6); y
4. Si Ud. posee una pistola o revólver, un arma de fuego o un arma electrónica de defensa de cualquier tipo, después de que se le ha notificado de esta orden y se ha tenido la oportunidad de oírle, se le encontrará culpable de tenencia ilegal de una pistola o revólver o de tenencia ilegal de un arma de fuego o de un arma electrónica de defensa. Estos son delitos graves clase D, que se sancionan con multa que no excederá de cinco mil dólares, pena de reclusión que no excederá de cinco años o ambas penas (C.G.S. Artículos 53a-217c(5)). El Tribunal no podrá suspender ni reducir los dos años [obligatorios] de la condena impuesta por tenencia ilegal de un arma de fuego o de un arma electrónica de defensa (C.G.S. Artículo 53a-217(b)).

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				
				+	+	+	=				
Summary Risk Rating		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

**STATE OF CONNECTICUT
COURT SUPPORT SERVICES DIVISION**

- 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.

Attachment E

3.9 – Family Services Intake Assistant

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.

FIREARM DISCLOSURE NOTICE

JD-FM-189 New 10-01
P.A. 01-130

STATE OF CONNECTICUT SUPERIOR COURT

www.jud.state.ct.us

INSTRUCTIONS

1. Original to the Court.
2. Copy to State's Attorney's Office.
3. Copy for CSSD/Family Services file.

TYPE OF ACTION <input type="checkbox"/> FAMILY VIOLENCE <input type="checkbox"/> RESTRAINING ORDER <input type="checkbox"/> UPDATED INFORMATION	DOCKET NO.
NAME OF RESPONDENT/DEFENDANT (<i>Last, First, Middle</i>)	DATE OF BIRTH
NAME OF COMPLAINANT/VICTIM (<i>Last, First, Middle</i>)	DATE OF BIRTH

The above-named Respondent/Defendant holds a permit to carry a pistol or revolver.

The above-named Respondent/Defendant possesses one or more firearms.

THE ABOVE INFORMATION WAS DISCLOSED BY <input type="checkbox"/> COMPLAINANT/VICTIM <input type="checkbox"/> RESPONDENT/DEFENDANT	COPIES OF THIS NOTICE TO <input type="checkbox"/> JUDGE <input type="checkbox"/> STATE'S ATTY. <input type="checkbox"/> C.S.S.D. FAMILY FILE
NAME AND LOCATION OF COUNSELOR	DATE PREPARED
SIGNED (<i>Counselor</i>)	DATE SIGNED

FAMILY SERVICES UNIT ASSESSMENT REPORT

DOCKET NO(S).		FSU NO.		GA No. AT		REFERRAL DATE	
DEFENDANT / CO-DEFENDANTS				ARREST DATE		CONTINUANCE DATE	
COMPLAINANT			CHARGES				
NATURE OF RELATIONSHIP		<input type="checkbox"/> SPOUSE <input type="checkbox"/> FORMER SPOUSE <input type="checkbox"/> UNMARRIED PARTNER <input type="checkbox"/> PARENT/CHILD <input type="checkbox"/> SIBLING <input type="checkbox"/> OTHER			<input type="checkbox"/> FULL P.O. <input type="checkbox"/> PARTIAL P.O. <input type="checkbox"/> FULL PO. <input type="checkbox"/> PARTIAL P.O.		
CURRENT LIVING ARRANGEMENT		CHILDREN'S AGES.		DID CHILDREN WITNESS VIOLENCE		LENGTH OF RELATIONSHIP	
<input type="checkbox"/> SAME HOUSEHOLD <input type="checkbox"/> SEPARATE RESIDENCES		REFERRAL TO DCF		PRESENT PAST			
PRIOR HISTORY OF DEFENDANT (IF ANY)			<input type="checkbox"/> OTHER ARRESTS <input type="checkbox"/> SUBSTANCE ABUSE <input type="checkbox"/> FVEP <input type="checkbox"/> HONOR COURT <input type="checkbox"/> PROBATION		DESCRIBE:		
SITUATION SINCE INCIDENT			DESCRIBE:				
<input type="checkbox"/> ADDITIONAL ARRESTS <input type="checkbox"/> RECONCILIATION <input type="checkbox"/> VIOLATION OF P.O. <input type="checkbox"/> COUNSELING <input type="checkbox"/> ONGOING PROBLEMS <input type="checkbox"/> OTHER							

ASSESSMENT (Risk/Needs Assessment of defendant, current attitude; Safety/Needs Assessment of victim and children, victim's attitude)

RECOMMENDATION

SUBMITTED BY

DATE

**REPORT TO STATE'S ATTORNEY
COMPLIANCE WITH CONDITIONS OF
PRETRIAL DIVERSION (FAMILY VIOLENCE)**

**STATE OF CONNECTICUT
SUPERIOR COURT
COURT SUPPORT SERVICES DIVISION**

JD-FM-109 Rev. 1-2001 C.G.S. § 46B-83c

NAME OF DEFENDANT		COURT LOCATION	
CRIMINAL CASE NO.	CSSD CASE NO.	ARREST DATE	CONTINUANCE DATE

I. PRETRIAL RELEASE CONDITIONS

- Successful completion of Family Violence Education Program *(if applicable)*
- Other Counseling/Treatment *(specify)*: _____
- Protective Orders *(specify)*: _____
- Other Conditions *(specify)*: _____
- Supervision of CSSD: _____ Months Review *(if applicable)* after _____ Months.

II. COMPLIANCE WITH CONDITIONS

1. Family Violence Education Program was successfully completed *(if applicable)* Yes No *If No, "X" reason below.*
 - Lack of attendance
 - Lack of cooperation
 - Disruptive behavior, substance abuse
 - Continued Violence
2. All other conditions imposed were complied with Yes No *If No, indicate below which conditions were not complied with.*
 - Continued Violence and/or Arrests;
 - Terms of Protective Order;
 - Other Counseling/Treatment;
 - Other *(specify)*:

REMARKS AND RECOMMENDATIONS *(if appropriate)*

PREPARED BY <i>(Print name)</i>	SIGNATURE	
TITLE		DATE

J.D. REFERRAL
JD-FM-132 Rev. 6-04

CONNECTICUT JUDICIAL BRANCH
SUPERIOR COURT - FAMILY DIVISION
www.jud.state.ct.us

SCREENED: Y N

REFERRAL DATE: _____ ASSIGNMENT DATE: _____ CONTINUANCE DATE(S): _____

FROM (Name of Office)		NAME OF REFERRING JUDGE	FSU NO.	DOCKET NO.	
PLAINTIFF	NAME OF PLAINTIFF		ADDRESS OF PLAINTIFF		TEL. NO.
	NAME OF EMPLOYER		ADDRESS OF EMPLOYER		TEL. NO.
	DATE OF BIRTH	NAME OF PLAINTIFF'S ATTORNEY			TEL. NO.
DEFENDANT	NAME OF DEFENDANT		ADDRESS OF DEFENDANT		TEL. NO.
	NAME OF EMPLOYER		ADDRESS OF EMPLOYER		TEL. NO.
	DATE OF BIRTH	NAME OF DEFENDANT'S ATTORNEY			TEL. NO.

LIST ALL CHILDREN	NAME OF CHILD	DATE OF BIRTH	RESIDENCE (With Plaintiff, Defendant or Other - Specify)
	1.		
	2.		
	3.		
	4.		
NAME(S) OF ATTORNEY(S) FOR CHILD(REN)			TELEPHONE NO(S).

CURRENT CASE STATUS

FAMILY VIOLENCE SCREENING
 PRIOR ARREST(S)/ORDER(S) PROTECTIVE OR RESTRAINING ORDER IN EFFECT? Y N ABLE TO MEDIATE? Y N

COMMENTS:

SCOPE OF REFERRAL
 MEDIATION EVALUATION OTHER (Specify) _____

PLAINTIFF ATTENDED/COMPLETED PARENTING EDUCATION PROGRAM <input type="checkbox"/> N <input type="checkbox"/> Y, Completed (month/year) _____ <input type="checkbox"/> WAIVED	DEFENDANT ATTENDED/COMPLETED PARENTING EDUCATION PROGRAM <input type="checkbox"/> N <input type="checkbox"/> Y, Completed (month/year) _____ <input type="checkbox"/> WAIVED
SOURCE OF REFERRAL <input type="checkbox"/> COURT <input type="checkbox"/> SELF	CASE STATUS ("X" one) <input type="checkbox"/> PENDENTE LITE <input type="checkbox"/> POST-JUDGMENT
TYPE OF CASE ("X" one) <input type="checkbox"/> DISSOLUTION <input type="checkbox"/> UNMARRIED <input type="checkbox"/> TRO <input type="checkbox"/> _____ OTHER (Specify) _____	

CUSTODY VISITATION RECONCILIATION OUT-OF-STATE FINANCIAL VACATE _____

ISSUES REFERRED

ADDITIONAL PERTINENT INFORMATION (Judgment Date, Current Orders)

PREVIOUS REFERRALS (Dates)	FORMS DISTRIBUTED <input type="checkbox"/> BROCHURE <input type="checkbox"/> QUESTIONNAIRE <input type="checkbox"/> RELEASES
SCREENED BY	DATE
	COUNSELOR ASSIGNED