**DOMESTIC VIOLENCE ASESSMENT WORKSHEET**

**RECOMMENDED ROLES AND RESPONSIBILITIES FOR PARTNERING AGENCIES**

**Each agency will identify specific Responsible Staff:**

Police Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( name specific position)

Community DV/SA Advocacy Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name specific position)

District Attorney’s Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( name specific position)

**These agencies will meet on a regular basis to discuss and further develop this partnership**

**Responsibilities of the Participating Agencies:**

The Police Department:

**The \_\_\_\_\_\_\_\_\_\_\_\_\_ Police Department will:**

* Train officers on the DVAW and its policies and procedures. This will be completed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (specify training will be done-how-roll call/email etc).
* Training should refresh the officers on the current curriculum of the MPTC In-Service Training and include the use of the DVAW, understanding the dynamics of domestic violence to increase victim safety including identified special populations, strangulation, and the Strangulation Worksheet.
* Provide all DV Assessment Worksheets and their accompanying incident reports (including ones done in non-arrests) to the above identified community DV/SA Advocacy organization.
* Provide reports each morning to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name specific position here) from\_\_\_\_\_\_\_\_\_\_\_\_\_ (name specific position here) through \_\_\_\_\_\_\_\_\_\_\_\_(specify mechanism for transfer of reports-electronic mail/fax/etc). This partnership satisfies the written request promulgated in M.G.L. 41 sec 97D
* Provide all DVAW and Strangulation Worksheets to the District Attorney’s Office with each arrest report.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name specific position from PD here) will provide a copy to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name specific DA position here) each morning when new complaints are submitted to the Clerk’s Office (Each partnering agency must agree on the details of this procedure to ensure proper delivery and acceptance of these documents to ensure they are NOT being sent to the Clerk’s office with the Application for Complaint).
* The Worksheets will be retained in accordance with applicable Secretary of State’s Massachusetts Statewide Records Retention Schedule. They will be kept in an electronic file folder kept by the department.
* Provide designated space in the police department for an advocate from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (specify the community DV/SA advocacy organization) to meet with victims when necessary.
* Participate as a member of the training team regarding the DVAW and Strangulation Worksheet if requested by the partnering agencies for proposed trainings for staff of all partnering agencies.
* Participate through this team in the review of the services data and implementation and oversight of the protocol, including the functioning of the working partnerships.
* Attend and participate in the area domestic violence High Risk Team (if one exists).

**The Community DV/SA advocacy organization:**

* Train all staff on the DVAW and its policies and procedures.
* Training will be done by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (specify how: email, staff meeting, email, etc.). Training should include: the use of the DVAW; understanding the dynamics of domestic violence to increase victim safety including identified special populations; and strangulation and the Strangulation Worksheet.
* Designate a staff person (name specific position here) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to collect all DV Assessment Worksheets and accompanying incident reports from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Police Department daily. The collection of these reports will be done via (see above in police responsibilities and duplicate here).
* Create an internal procedure on how victims named in these DV Assessment Worksheets are contacted and offered services. This procedure can be created with input from local police department and district attorney’s office to ensure a procedure best suited for the specific team and location.
* Attend and participate in their area domestic violence High Risk Team (if one exists).
* Participate as a member of the training team regarding the DVAW and Strangulation Worksheet if requested by the partnering agencies for proposed trainings for staff of all partnering agencies.
* Participate through this team in the review of the services data, and implementation and oversight of the protocol, including the functioning of the working partnerships.

**The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County District Attorney’s Office will:**

* Train all DA district court staff on the DVAW and its policies and procedures. This will be done by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (specify how, e.g., in-person meeting, email). Training should review: the use of the DVAW; understanding the dynamics of domestic violence to increase victim safety including identified special populations; and strangulation and the Strangulation Worksheet.
* Collect all DVAW and Strangulation reports from the police department with arrest reports. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name specific DA position here) collecting the report from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name specific PD position here) each morning when new complaints are submitted to the Clerk’s Office (each partnering agency needs to expand on exact procedure to ensure proper delivery and acceptance). The DA’s office will then review each of these reports in determining bail requests, trial preparation, and sentencing recommendations.
* Participate as a member of the training team regarding the DVAW and Strangulation Worksheet if requested by the partnering agencies for proposed trainings for staff of all partnering agencies
* Participate through this team in the review of the services data and implementation and oversight of the protocol, including the functioning of the working partnerships.
* Attend and participate in the area domestic violence High Risk Team (if one exists).

All partnering agencies also agree to document the use of the DVAW and Strangulation Sheet and to minimally record:

* the number of DVAW and Strangulation Worksheets completed;
* received and used by DA’s Office in prosecution;
* the number of referrals of victims made to the DV/SA Advocacy organization;
* if possible, the number of victims that sought such services;
* and any additional criteria for progress that the partner agencies agree to include.

The partner agencies shall decide which agency, and which position in that agency, will be responsible for creating and maintaining a template for tracking the service data.

The partnering agencies also agree to review this project annually and address any needed changes/gaps.

**This partnership is an effort to reduce repeat, serious assault. By working together towards this goal, NO AGENCY is waiving their confidentiality rights and privileges under M.G.L. Ch. 233 Sec 20J, 20K, 20L, 20M and Confidential communications with any or all of the following** - licensed psychologists, licensed social workers, domestic violence counselors, allied mental health or human services professionals, licensed mental health counselors, clergymen, psychotherapists, or sexual assault counselors (See M.G.L. c. 112, §§129A, 135A, 135B, 172, 172A; G.L. c. 233, §§20A, 20B, 20J). This information will not be shared by any of the partnering members unless ordered by the Court.