

Basic Program Management
Codebook Training
Domestic Violence Scenario
(*Cheat Sheet*)

On Monday morning, September 13, you receive a call from Donna Palmer. Donna wrote down your number after seeing a poster on the wall at the magistrate's office when she filed a warrant for assault and battery against her boyfriend (**Referral Source: Victim Initiated**). Donna, who was in tears, explained in a frantic voice what happened the previous day. On Sunday afternoon, Donna drove to her ex-boyfriend's house to pick up her 6 year-old daughter after weekend visitation. Donna explained how the two began arguing, and her ex-boyfriend, Dennis Jackson, ended up assaulting her. After leaving Dennis's house, a friend of Donna's convinced her to take out a warrant for assault and battery. Along with the arrest warrant, the magistrate issued an Emergency Protective Order for Donna and her daughter. Donna is unsure whether the warrant and EPO were served on Dennis.

As you speak with Donna, you try to console her (**16. Crisis Intervention**). In an attempt to assess the danger of the situation, you ask Donna some questions about the history of her relationship with Dennis using a Lethality Assessment Tool (**32. Other Emergency Justice-Related Assistance**). After hearing details of Donna's relationship with Dennis, as well as history of his previous relationships, you tell her that you are concerned for the safety of her and her daughter, and you ask if she would feel safer in a shelter. Donna does not want to go into a shelter at this time. You give her the number of the local domestic violence program, tell her about the services they offer, and ensure that she knows to call 911 immediately if she feels she is in danger. (**4. (C) Referral to Other Services, Supports, Resources, Emergency Assistance**) You also make sure she has the domestic violence program's 24-hour toll-free hotline number, should she need to talk to someone day or night (**17. Hotline/Crisis Line Counseling**). Donna is struggling financially and is not sure how she will pay for groceries for the week so you arrange for her to stop by the local food pantry for assistance. (**4. (C) Referral to Other Services, Supports, Resources, Emergency Assistance**) Donna comes by that afternoon, you give her a brochure on domestic violence protective orders, an Informational Guide for Domestic Violence Victims in Virginia, and a Summary of Crime Victim & Witness Rights (**Distribution of Pre-Printed Information—Other, Local, Informational Guide AND 1. Criminal Justice Process**). You go over the Summary of Crime Victim & Witness Rights brochure with her to ensure that she knows her rights as a crime victim (**2. Victims Rights Explanation (A-E)**). You also explain to Donna how the case will proceed through the criminal justice system (**35. (D) ii Criminal Justice Advocacy/Accompaniment, Criminal Justice Process, Explanation of Steps**) You tell Donna how to file a petition for a protective order, but she decides that she is not sure she wants to pursue a protective order at this time, as she feels like this might enrage Dennis even more. You tell Donna how to obtain a protective order, should she change her mind, and you give her the number to court services, but tell her that if she decides she wants to petition for a protective order, that you can go with her (**30. Protection Orders**). You also explain that the county deputies can increase monitoring of her home, and Donna has

you arrange for deputies to start drive-bys of her residence **(9. Law Enforcement Interview, Advocacy/Accompaniment)** You tell her that her address can be kept confidential **(35. (C) Criminal Justice Advocacy/Accompaniment, Confidentiality Forms)**, but Donna tells you that Dennis already knows where she lives.

After Donna leaves your office, you contact the sheriff's office to ask if the warrant and EPO have been served on Dennis. You learn that he has been arrested, and you call Donna to let her know that Dennis is in custody **(26. (C) Event Notification, Advance Notification)**. You go to www.vinelink.com and sign Donna up to be notified when Dennis is released from jail **(35. (B) Criminal Justice Advocacy/Accompaniment, Liaison re prisoner status)**.

The bond hearing is held on Wednesday, September 15, and Dennis is released on bond. At the bond hearing, the trial date is set for the following Wednesday, September 22. You again call Donna to let her know **(26. (C) Event Notification, Advance Notification)**. The Commonwealth's Attorney has arranged for a meeting with Donna to discuss the case on Friday, September 17, and you attend this meeting **(34. Prosecution Interview)**.

Later that day, you call Donna to arrange for her to meet you in your office before court the following week. While on the phone with Donna, you describe the courthouse and the JDR courtroom. On Wednesday morning, Donna meets you in your office, and you walk with her to the courthouse **(35. (F) Criminal Justice Advocacy/Accompaniment, Escort)**. While you walk to the courthouse, Donna tells you that she is feeling very guilty, and that she feels like Dennis assaulting her was her own fault. You reassure Donna, and tell her that nothing she could have done is a cause for violence against her and that Dennis made the choice to use physical violence against her **(19. Individual Counseling)**. Donna waits in a witness room with an advocate from the local domestic violence program. That day, Dennis is found guilty of assault and battery.

The next day, you send Donna a letter with the outcome of the case and what Dennis was sentenced to **(26. (B) Event Notification, Case Dispositions)**.