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Chapter: **Victim and High Risk for Domestic Violence**

Classification: **Public Document**

Subject: **High Risk for Domestic Violence Initial Designation/Critical Development Ongoing Information**

For: **Correctional Services Division**

  
Authorized by the Executive Director

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## Policy

- 1 Correctional Services has agreed to [provincial protocols](#) established with government and community partners to provide collaborative case coordination of identified High Risk for Domestic Violence (HRDV) cases.

## Authority

- 2 The authority for this policy is derived from the provincial framework, [High-Risk for Domestic Violence Case Coordination Protocol](#), established by the Nova Scotia Departments of Justice, Community Services, Public Prosecution Services and community agencies.

## Definitions

- 3 **Case:** An intimate partner violence case occurs when there is substantial concern for the potential risk of serious harm to either partner in the relationship.  
**NOTE:** While the safety of the victim is the primary consideration, it is **not** the individual charged/convicted or victim that is designated as high risk for domestic violence; it is the case/file.

## Provincial Protocol for Primary Service Providers

- 4 The provincial protocol for *High-Risk Case Coordination Protocol* states: “These are the processes which will be undertaken by the primary service providers, in accordance with the High-Risk Case Coordination Protocol document, to ensure pro-active referral and ongoing information sharing in high-risk spousal/intimate partner domestic violence cases”.

## Primary Service Provider Responsibility

- 5 Correctional caseworkers and probation officers
  - (a) will use approved risk assessment tools to assess all intimate partner violence (IPV) cases to determine whether to designate a case as HRDV
  - (b) will use the Ontario Domestic Assault Risk Assessment (ODARA) to determine HRDV

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cases ([30.00.00-C](#))

- i. if the ODARA score is 7 or higher the case will be designated as HRDV
  - (c) who initially designate a case as HRDV, will complete a Form 1: To Be Used at Initial Designation of High Risk Case (see form [30.00.00-A](#))
  - (d) when distributing the Form 1 or 2, will provide the form to Head Office ([HRDVCorrections@novascotia.ca](mailto:HRDVCorrections@novascotia.ca))
- 6 The correctional caseworker, probation officer, or designated Correctional Services staff will fax or email a copy of the Form 1 to the partners identified on the form.
- 7 When there is a critical development in the HRDV case, i.e., a change that could impact the victim's safety, the correctional caseworker or probation officer who first becomes aware of the critical development will complete
- (a) Form 2: Critical Development Ongoing Information Sharing ([30.00.00-B](#))
  - (b) procedures as identified in 5(d) and 6 of this policy

### **Correctional Services Responsibility**

- 8 Upon receipt of a Form 1 or 2, designated Correctional Services staff will complete the following
- (a) search the CM
    - i. if entering a Form 1 for an accused and no CM exists, one will have to be created
  - (b) go to the individuals Documents tab, click NEW and fill out the form JEIN populates.
    - i. Date = date form was filled out
    - ii. Category = CASE/MGT
    - iii. Type = HRDV1-OFF, HRDV1-VIC, HRDV2-OFF or HRDV2-VIC
    - iv. Author = Person who filled out the form
    - v. Location and Comments automatically populate and do not need to be entered
  - (c) select SAVE
  - (d) once saved, respond "yes" to the prompt asking if you want an Activity Note

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- i. You will be taken to the Activity Note screen where all information has been pre-populated. Nothing needs to be added.
  - (e) click the SAVE button to save the activity note in JEIN
  - (f) when prompted, upload the form
- 9 Cases designated as HRDV will be noted under the JEIN risk tab and accessible to all corrections staff.

### **Termination of High Risk for Domestic Violence Designation**

- 10 When correctional services involvement with a case ends, e.g., order/sentence expired or case dismissed, the
- (a) risk category in JEIN will be changed from HRDV to Inactive High Risk DV Case (INAHRDV). This is to ensure a historical record of IPV and HRDV designation under the Department of Justice’s “High Risk Case Coordination Protocol.”
  - (b) victim notification designated category in JEIN will be deactivated by the correctional caseworker or probation officer responsible for the case
- 11 An individual receiving a subsequent custodial or community sentence for a non IPV offence, will be managed according to the current risk assessment level.

### **Standard Operating Procedures**

- 12 The superintendent will establish local standard operating procedures (SOP) as required to
- (a) ensure automatic reviews of sentences occur in accordance with applicable legislation and this Policy
  - (b) identify who will be completing and faxing or emailing Form 1 and 2’s