



Metropolitan Government of Nashville-Davidson County, Department of Family Safety
Department Head, Diane Lance | High Risk Programs Manager, Becky Owens Bullard

HIGH RISK INTERVENTION PANEL OPERATING MANUAL

PANEL MISSION

The Nashville-Davidson County High Risk Intervention Panel (HRIP) is a multi-disciplinary team that works to identify high-risk domestic violence cases and create individualized intervention plans that incorporate the entire domestic violence response system, with the goals of increasing victim safety and holding offenders accountable.

PANEL GUIDELINES

As part of agency participation in the Nashville-Davidson County High Risk Intervention Panel (HRIP), agency members agree to:

- Work collaboratively and respectfully with partner agencies to enhance high risk identification and response.
- Attend monthly meetings to ensure that agency is appropriately represented at the HRIP. **It is strongly encouraged that agency representatives are the same individual(s) in order to ensure continuity and build a cohesive team response.
- Review high risk cases before each meeting and bring any relevant case information from your agency.
- Act as a liaison with staff at your agency to report any pertinent information from the review panel.
- Be available for outreach by other panel members regarding high risk cases outside of meeting dates.
- Complete any relevant case follow up activities agreed upon in during the HRIP meeting.
- Submit any high risk cases for potential review by the panel to the HRIP Advisory Committee.
- Abide by the HRIP Confidentiality Agreement regarding case information sharing.

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PARTICIPANT MEMBERS & ROLES

Member roles and responsibilities are all carried out in accordance with each agency's internal policies.

- **Davidson County General Sessions Court (GS Court)** advises the panel of court interaction with high risk cases, particularly information regarding probation. GS Court may also look into potential probation violations based on information from panel cases.
- **Jean Crowe Advocacy Center (JCAC)** advises the panel of cases seen at the center and can share service information and case details of high risk victims, provided they sign a Release of Information (ROI). JCAC provides the panel with a trauma-informed perspective on domestic violence high risk cases and may also provide referral information and suggestions for victim's service needs. *Advisory Committee Member*
- **Legal Aid Society of Middle Tennessee (LAS)** advises the panel of services provided to high risk victims, provided they sign a Release of Information (ROI). LAS may also provide the panel with feedback from a legal perspective regarding the cases discussed.
- **Metro Nashville Police Department Domestic Violence Division (DVD)** advises the panel of investigation and contact with high risk cases and can inform the panel of continued outreach and investigation outcomes. DVD counselors advise the panel of contact and services provided to high risk victims, provided they sign a Release of Information (ROI) and provide the panel a trauma-informed perspective on domestic violence high risk victims and may provide referral suggestions for victims' service needs *Advisory Committee Member*
- **Metro Nashville Social Services** advises the panel of services provided to high risk victims, provided they sign a Release of Information (ROI). Social Services may also provide the panel with referral information and suggestions for victims' service needs.
- **Nashville District Attorney's Office (DA's Office)** advises the panel of criminal case interaction with the victim/defendant in high risk cases and can inform the panel of filing decisions and court outcomes. *Advisory Committee Member*
- **Office of Family Safety (OFS)** staffs the HRIP, prepares the agenda, prepares case cover sheets, documents follow up tasks, and sends all information to panel members. OFS also manages the *Advisory Committee* and staffs and prepares weekly high risk case calls.
- **Tennessee Department of Children's Services (DCS)** advises the panel of open/closed abuse and neglect cases on high risk cases and can inform the panel of case assignments.
- **Tennessee Department of Probation & Parole** advises the panel of current or past probation and parole information for defendants in high risk cases. Probation and Parole

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may also look into potential probation/parole violations for defendants based on new information from high risk cases.

- **YWCA Nashville & Middle Tennessee** advises the panel of services provided to high risk victims, provided they sign a Release of Information (ROI). The YWCA also provides the panel a trauma-informed perspective on domestic violence high risk victims and may provide referral suggestions for victims' service needs. *Advisory Committee Member*

HRIP ADVISORY COMMITTEE

High Risk cases will be selected for panel review by a multi-disciplinary sub-group, the **HRIP Advisory Committee**, of the larger panel. This team:

- Participates in weekly high risk case calls to coordinate any immediate action needed;
- Jointly selects monthly HRIP cases; and
- Advises the OFS HRIP staff person on HRIP operations and any issues that arise.

The HRIP Advisory Committee includes:

- The Office of Family Safety (OFS) Designee(s), consisting of the High Risk Panel/LAP Manager & the OFS Department Head
- MNP Domestic Violence Division Designee(s), consisting of at least one counselor and one law enforcement management staff (Sgt. or higher)
- District Attorney's Office Designee(s), consisting of at least one domestic violence victim witness coordinator and one domestic violence attorney
- The YWCA Domestic Violence Program Designee(s), consisting of at least the director of domestic violence services
- The Jean Crowe Advocacy Center (JCAC) Designee(s), consisting of at least the director of the JCAC

HRIP CASE SELECTION PROTOCOL

Case selection process will be as follow:

- 1) LAP cases with 7 or more positive answers will be pulled weekly by OFS HRIP/LAP Manager and classified as "highest risk" cases.

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- 2) These cases will be emailed weekly to the HRIP Advisory Committee and any immediate action will be taken on cases that need it through email and/or a brief weekly call held Tuesday at 2:30pm.

****Note:** the YW, JCAC and DVD Counselors may be limited in their ability to share information on cases unless a ROI has been obtained from the victim/client. However, they would be able to offer general input on which cases need attention or should be reviewed by the panel.

- 3) The week before the HRIP Meeting, the OFS HRIP/LAP Manager will send out all the “highest risk” LAP cases identified in the month since the last meeting and any referrals for high risk cases from HRIP partners.
- 4) The HRIP Advisory Committee will select cases for review (through a conference call discussion or email).
- 5) The OFS HRIP/LAP Manager will prepare the cover sheet for each case based on the information in the police report, DV supplement and the LAP and send the cases a week before the next HRIP meeting.
- 6) All partners will be expected to prepare their contributions to the case, including:
 - The contact they or their agency has had with the victim/defendant
 - Any updates on arrests, court appearances, sentencing, probation, treatment, etc.
 - Any suggestions for additional mechanisms to support the victim and/or hold the offender accountable.

****Note:** updates on case events should be done as close to the HRIP meeting as possible so we are discussing the most recent occurrences.

REFERRAL PROTOCOL TO THE HRIP

Referrals should be sent to all members of the HRIP Advisory Committee via email.

Any member of the High Risk Intervention Panel may refer a case to the Panel at any time. However, below are general guidelines on the tools and parameters that should generally be utilized to determine a high risk case:

- **Referrals to the panel from law enforcement** will come from the DV Division of the police department based on the following:

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- LAP screen with **7 or more** positive answers and/or multiple strangulation and/or firearms use in incident indicated in the DV supplement.
- Individual discretion when case appears particularly high risk after meeting/speaking with the victim, but does not meet the criteria above.
- **Referrals to the panel from JCAC, YWCA, DA's Office, DVD Counselors, and any other provider are based on:**
 - Indicator of high danger after administration of a lethality assessment (Jacqueline Campbell's 20 Question Danger Assessment and/or Mosaic Threat Assessment).
 - Individual discretion when case appears particularly high risk after meeting/speaking with the victim, but does not meet the criteria above.
- **Referrals to the panel from Probation & Parole are based on:**
 - Indicator of high danger after administration of perpetrator-focused screen (DVSI, DVRNA, SARA, etc.)
 - Individual discretion when case appears particularly high risk after meeting/speaking with the victim, but does not meet the criteria above.

HRIP CONFIDENTIALITY AGREEMENT

The following Confidentiality Agreement is signed on the sign-in sheet at every meeting:

I agree to serve as a representative of the Davidson County High Risk Intervention Panel (HRIP) and to honor a commitment to prepare for, attend, and constructively participate in meetings of the Panel.

I acknowledge that the effectiveness of the review process depends on the quality of trust team members bring to it. I therefore agree that I will not use any material or information obtained during the Panel meetings for any reason other than that for which it was intended.

I further agree to safeguard any records, reports, investigative material and information I receive from unauthorized disclosure.

I understand and acknowledge that the unauthorized disclosure of confidential records, reports, investigative materials and information may result in civil and criminal liability and removal from the Panel.

I agree to refrain from representing the Panel to the media. Any media inquiries about the Panel itself should be directed to the Office of Family Safety (OFS) Head and LAP Manager. Panel cases and case discussions are never shared with the media per the case confidentiality agreement above.

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