

PROBATION DEPARTMENT DIRECTIVE

No.:	1529
Issued:	09/23/2024
Post Until:	10/23/2024

SUBJECT: Adult CORE Batterer Intervention Programs and Domestic Violence Deputy Probation Officer (DPO) Responsibilities

This Directive supersedes Directive No. 1527

The purpose of this directive is to outline the duties and responsibilities of Adult CORE domestic violence Deputy Probation Officers (DPOs) who supervise clients ordered to enroll in a Batterer Intervention Program (BIP), per California Penal Code 1203.097. Per California law, individuals convicted of domestic violence are required to enroll in a BIP within 30 days of their conviction and complete the BIP within 18 months of their enrollment. The DPO's responsibilities include conducting BIP referrals, BIP compliance monitoring, completing risk and need assessments, and providing victim notifications for clients who are convicted of domestic violence. The client shall attend one, two (2) hour class once a week for 52 weeks. Please note that the two (2) hours of class time do not include time for signing in, collection of fees, or any other auxiliary activity. The client shall not have more than three (3) absences; a fourth (4th) absence will result in termination from the program and a report to the court.

Batterer Intervention Program Referral and Monitoring

Any probation client who is granted probation with a domestic violence conviction and is ordered by the court to enroll in and complete a 52-week Batterer Intervention Program shall enroll in an approved program within 30 days of their conviction.

The DPO's responsibilities include:

- Provide the probation client with a current list of approved providers and instruct the client to enroll in the [APPROVED BATTERERS PROGRAM \(sharepoint.com\)](#).
- Instruct the client to provide proof of enrollment and record all communication with the client in APS-DCID, including receipt of proof of enrollment.
- Refer the client to another probation approved provider when there are issues with enrollment or the first referral does not suit or meet the client's responsivity factors (e.g., language barrier, program distance).
- Monitor the progress of the client in the program by maintaining communication with the program provider and keeping a record (APS-DCID) of any issues or concerns that may arise during the client's time in the program, including absences.

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- Report to the court protective order violations within 72 hours. The provider is to notify the DPO of record if there is a known violation of a protective order within one (1) business day.
- Request progress reports from the provider when completing a court report addressing the client's supervision compliance.
- Instruct the client that they are mandated to attend all sessions and not have more than three (3) absence, or they will be removed from the program and referred to the court. The provider is to notify the DPO of record within two (2) business days of any absence.
- Inform the court of any potential violations within five (5) business days of becoming aware of a potential violation, including failure to enroll, unsuccessful program terminations, and completions that are beyond the 18-month period.
- Inform the court once the client has successfully completed the program and reassess the client's supervision case plan to ensure an appropriate level of continued supervision.
- Hold the client accountable for all terms and conditions of probation supervision, including BIP requirements.

Batterer's Intervention Program Determination and Assessments

In accordance with Penal Code 1203.097, the DPO shall investigate and take into consideration the following when determining which batterer's program would be appropriate for the client:

- Client's age,
- Medical history,
- Employment and service records,
- Educational background,
- Community and family ties,
- Prior incidents of violence,
- Police report,
- Treatment history (if any),
- Demonstrable motivation,
- Other mitigating factors.

The above information shall be provided to the batterer's program if requested. Additionally, the DPO shall determine which community programs would accept the client and is responsible for reporting their findings and recommendations to the court.

Risk and Needs Assessments

Level of Service Case Management Inventory (LSCMI)

Clients shall be assessed with the use of validated risk and needs assessments. The DPO shall administer the Level of Service Case Management Inventory (LS/CMI) risk and needs assessment within 30 days of case assignment. The results of the LS/CMI shall be recorded in APS-DCAD with a chrono note in APS-DCID detailing the score, risk level, and areas of concern, including the top three criminogenic factors. A hard copy of the assessment shall be placed in the client's X-file. Additional LS/CMI assessments shall be conducted when:

- The client has a new conviction.
- The client has returned from warrant status for more than 60 days.
- At the end of the client's formal probation grant expiration/termination.

Spousal Assault Risk Assessment (SARA)

The DPO shall also administer the Spousal Assault Risk Assessment (SARA) within 60 days of case assignment. The results of the SARA shall be recorded in APS-SARA with a chrono note in APS-DCID detailing the score, risk level, and areas of concern, including the client's treatment plan needs. A hard copy of the assessment shall be placed in the client's X-file. Additional SARA assessments shall be conducted when:

- There is a new domestic violence conviction.
- There is a new conviction that orders DV counseling or a batterer's program.
- Criminogenic needs change.

Victim Notification

In compliance with victim notification requirements pursuant to Penal Codes 1203.097(b)(4) and 679.06, Domestic Violence deputies shall:

- Inform victim(s) of domestic violence of the disposition of the case.
- Notify victim(s) regarding the requirement that the client participate in and complete a Domestic Violence/Batterer's Intervention Program.
- Inform victim(s) that the client's attendance in the Domestic Violence/Batterer's Intervention Program does not guarantee the client will not be violent or re-offend.
- Notify victims regarding available victim resources.
- Notify victims of the client's community of residence and/or community of supervision upon request.

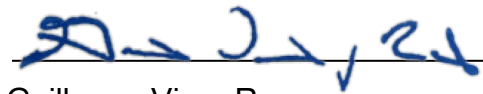
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Victim Notification Documentation Procedures

Upon receipt of a new case, deputies shall attempt to notify victims of domestic violence by generating the Victim Notification Letter. The DPO shall ensure the following steps are taken when attempting to notify a victim(s):

- Review the X-file to ensure victim(s) information has been properly recorded in the APS-Count Victim Data (CNVD) screen.
- Generate the Domestic Violence Victim Notification Letter.
- Attach suggested resources to the Victim Notification Letter (i.e., shelter, counseling, medical, food, 211).
- Document on the APS-CNVD screen that the Victim Notification Letter was generated and sent via U.S. mail.
- Document in APS-DCID screen if unable to contact the victim (i.e., no address, mail returned, or the victim is unidentified).
- Retain a copy of the Domestic Violence Victim Notification Letter in the X-file.
- If applicable, retain the returned Victim Notification Letter in the X-file, Document on APS-CNVD and APS-DCID screen that the letter was returned via U.S. mail.

Questions or concerns regarding this Directive shall be directed to the Adult CORE Consultant at (562) 940-2525.



Guillermo Viera Rosa,
Chief Probation Officer

09/23/2024

Date