



# NEWARK POLICE DIVISION GENERAL ORDER



<b>SUBJECT:</b> <b>DOMESTIC VIOLENCE RESPONSE TEAM</b>		<b>GENERAL ORDER NO.</b> <b>05-01</b>
<b>SUPERCEDES:</b> <b>G.O. 05-01 (DATED 12-13-05)</b>	<b>DATED:</b> <b>July 6, 2017</b>	<b>SECTION CODE:</b> <b>O 11</b>

**I. Introduction**

- A. Intervention is necessary to help break the cycle of violence that occurs and repeats itself in domestic violence situations. The highest success rates in reducing or eliminating recurring domestic violence offenses are a result of early intervention and personal support for the victim.
- B. In accordance with the provisions of the New Jersey Prevention of Domestic Violence Act of 1991, 2C:25-17, et. seq., Rules of Evidence 2A:84A-22, et. seq., and 1432-98, the Newark Police Department establishes a Domestic Violence Response Team.
- C. The Domestic Violence Response Team (DVRT) is comprised of civilian volunteers who are over eighteen years of age and have gone through a comprehensive 40 hours training program specializing in Domestic Violence Crisis Intervention. The purpose of the Domestic Violence Response Team is to assist victims of domestic violence by providing information, available resources and referrals. When used in this directive, the term Domestic Violence shall include abuse or neglect of the elderly.
- D. To achieve success in assisting the victims of domestic violence a collaborative effort shall occur between the Newark Police Division, the Domestic Violence Response Team, the Essex County Family Justice Center/Domestic Violence Coordinator, and the City of Newark Shani Baraka Women’s Resource Center.

**II. Purpose**

- A. The purpose of this directive is to establish clear and consistent guidelines in the use of highly trained volunteer civilian personnel to provide the necessary intervention in cases involving domestic violence.
- B. This directive will further serve to explain responsibilities of the police, and to provide a mechanism to enhance interaction between police officers and the volunteer civilian staff.



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### III. Responsibilities

#### A. Supervisors & Police Officers

1. The responding police officers shall stop any violence, stabilize the scene, remove the alleged offender and determine if an act of domestic violence has occurred.
2. The following procedures shall take effect once it is determined that a domestic violence incident, as defined by statute, has occurred:

- a. The officer shall offer the services of the DVRT to every victim of Domestic Violence. The officer shall emphasize the benefits of the DVRT and that with the available social services the victim will receive the necessary support to assist in ending the domestic violence cycle.
- b. Should the victim decline service from the DVRT, the Intervention Awareness form shall be completed noting the refusal of services and the following telephone numbers shall be provided:

National 24 Hour Hotline 800-799-7233

New Jersey 24 Hour Hotline 800-572-7233

Essex County/Safe House 24 Hour Hotline 973-759-2154

Essex County Family Justice Center 973-230-7229-EXT 200 (8:30am-4:00pm)

Shani Baraka Women's Resource Center 973-757-7377

- c. Should the victim accept the services of the DVRT within the below time periods the desk or field supervisor shall contact the communications supervisor and advise that a DVRT notification is needed. The DVRT member will respond to the appropriate location depending on the day and time.
- d. Should the victim accept the services of the DVRT **Monday through Friday, 8:00am to 12:00am, including holidays** the victim shall be transported to the Special Victims Division-300 Clinton Avenue (Shani Baraka Women's Center). Should the victim accept the services of the DVRT **Saturday from 12:00am to Monday 8:00am, or Monday through Sunday, 12:00am to 8:00am, including holidays** the victim shall be transported to the respective command.



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- e. The officer shall obtain the necessary information from the victim to process the incident prior to the victim meeting with the DVRT member. Once the DVRT member begins offering services to the victim, there should be no disruption unless under extreme circumstances.
  - f. **At no time, under any circumstance, shall a suspect of a domestic violence incident be present at Special Victims Division-300 Clinton Avenue.**
3. According to the DVRT guidelines, under certain circumstances the police officer shall not advise the victim of the availability of the DVRT. The following exceptions to a DVRT notification must be verified by a supervisor and documented on the DVRT Intervention Awareness form:
    - a. The victim is under the influence of alcohol or a controlled dangerous substance.
    - b. The victim poses a mental health risk.
    - c. The victim is physically violent.
    - d. A victim of a violent crime (aggravated assault with a serious injury or an aggravated sexual assault).
    - e. The victim is charged with a crime because of a cross complaint.
  4. Any communication between a DVRT member and a victim of domestic violence is privileged and confidential and police personnel shall afford privacy to the DVRT member and the victim.
  5. Police personnel shall not view or file any reports completed or submitted by a DVRT member.
  6. Police personnel shall not divulge the identity of any DVRT member to any victim or other involved third party. The DVRT member's identity must remain confidential.
  7. **UNDER NO CIRCUMSTANCES SHALL A DVRT MEMBER HAVE ANY CONTACT, IN ANYWAY, WITH A DOMESTIC VIOLENCE OFFENDER OR BE LEFT IN A LOCATION WITHOUT POLICE PRESENCE THAT MAY POSE A DANGER TO THE DVRT MEMBER.**
  8. DVRT members shall provide their own transportation to and from the meeting location.
  9. If the DVRT member does not respond once notified, the officer shall document the failure to respond in the incident report and on the Intervention Awareness form.



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## B. COMMUNICATIONS

1. If the victim wishes to speak to a DVRT member, the desk supervisor shall notify the communications supervisor. The communications supervisor shall ensure the on-call DVRT member is notified.
2. A four (4) week on-call schedule shall be maintained in Communications. The DVRT on-call schedule shall be supplied by the DVRT police liaison.
3. The time of the notification shall be entered into the C.A.D. system and in addition, the first name and ID number of the DVRT member notified.
4. Communications personnel shall give the responding DVRT member a reasonable amount of time to respond; twenty (20) to thirty (30) minutes should be adequate under normal circumstances. If the DVRT member does not respond or does not respond in a reasonable amount of time; the communications supervisor shall ensure the delay or failure to respond is entered into the C.A.D. system.

## C. SPECIAL VICTIMS DIVISION

1. The Commander of the Special Victims Division shall report in the Monthly, Quarterly and Annual reports the amount of DVRT referrals that are accepted and declined.
2. The Commander of the Special Victims Division shall oversee the DVRT police liaison and the overall program.

## D. DVRT Members

1. The DVRT member shall provide the following services when contacted to respond to a call of domestic violence or elderly abuse:
  - a. Advise the victim about available options.
  - b. Explain the criminal justice and civil court procedures to the victim.
  - c. Arrange shelter for victim and minor children.
  - d. Provide referral information to the appropriate crisis services in the county.
  - e. Any other steps the DVRT member finds appropriate to assist the victim.



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2. The DVRT member shall complete the following forms and forward/maintain as indicated:  
  
Victim Follow-Up Permission form
  - Secured in the designated location  
DVRT Member / Victim Contact form
  - Forwarded via facsimile to the Special Victims Division and the DVRT liaison  
Release form
  - Forwarded via facsimile to the safe house, the DVRT police liaison
3. The DVRT member shall wear their DVRT Volunteer Civilian Identification Card on the left breast of the outermost garment at all times while conducting DVRT business. If the DVRT Volunteer Civilian Identification Card is lost or stolen, it must be reported to the DVRT police liaison immediately.
4. DVRT members shall not divulge their home address or home telephone number to any victim of domestic violence.
5. DVRT members shall not maintain detailed notes or reports of conversations with victims except for statistical purposes as directed by the DVRT coordinator.
6. Conversations between a victim of domestic violence and a DVRT member are considered privileged and confidential. DVRT members shall not disclose the contents of any conversations with victims without the express consent and approval of the victim UNLESS:  
  
A DVRT member shall be compelled to reveal to police if any of the following information is disclosed during the intervention process:
  - a. Allegations or information relating to child abuse;
  - b. Threat(s) of homicide either to the victim or a third party;
  - c. Threat(s) of suicide by the victim, actor or a third party related to the incident.
7. DVRT members shall not provide written or sworn statements to police officers relative to any conversation that they may have had with a victim of domestic violence.
8. DVRT members shall not meet with any victims at any location other than the locations delineated in this order.



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9. DVRT member shall not conduct subsequent follow-up meetings with the victim.
  10. DVRT members shall immediately contact the DVRT liaison if they are:
    - a. Injured in anyway while in the performance of duty as a DVRT member;
    - b. Contacted by an attorney or any individual who is not a DVRT member for information regarding any case in which the DVRT member had involvement; or,
    - c. Served with a subpoena, summons or other legal claim in connection with any case in which the DVRT member had involvement.
  11. Any request for a change in policy or procedures shall be reduced to writing and forwarded to the DVRT liaison for consideration and sent through the chain of command to be ultimately approved by the Public Safety Director.
  12. At least one DVRT member shall be on call 24 hours a day, everyday.
  13. Any deviation from this directive by a DVRT member shall be documented and forwarded to the DVRT liaison who will forward the same to the DVRT coordinator.
- E. DVRT COORDINATOR (Social Service Provider)
1. The Essex County Prosecutor shall designate an individual as the DVRT coordinator.
- F. DVRT POLICE LIAISON
1. The DVRT police liaison shall act as the contact between the DVRT coordinator and the Newark Police Division.
  2. Through the chain of command, the DVRT police liaison shall forward any information to the Office of the Public Safety Director regarding the DVRT.
  3. The DVRT police liaison shall be responsible for all DVRT members, including recruitment, training, fingerprinting and record checks of all applicants.
  4. The DVRT police liaison shall issue every DVRT member assigned to the Newark Police Division a DVRT Manual. The manual shall be returned when the DVRT member is no longer active.



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5. The DVRT police liaison shall keep in regular contact with the civilian DVRT team leader in order to ensure proper case management and be aware of any policy or procedure questions.
6. Furthermore, the DVRT police liaison shall be responsible to ensure all DVRT members receive a DVRT Identification Number and a Volunteer Civilian Identification Card from the Property Room and ensure its return should any DVRT member no longer be active.
7. The DVRT police liaison shall ensure that an on-call schedule of available DVRT team members is forwarded to Communications on a monthly basis.

#### IV. Reporting

- A. In all instances of reported Domestic Violence incidents the following reports shall be submitted by the officer:
- Incident Report (DP1:800);
  - Continuation (DP1:795), if applicable;
  - Non-Fatal Strangulation/Smothering Report, if applicable;
  - Temporary Restraining Order, if applicable;
  - Victim Notification form;
  - New Jersey Supplementary Domestic Violence report;
  - Temporary Restraining Order form (revised 3/2016);
  - Intervention Awareness form (revised 3/2016).

The above reports that are not available in the records management system shall be forwarded to the Special Victims Division either by email ([specialvictims@ci.newark.nj.us](mailto:specialvictims@ci.newark.nj.us)) or facsimile (973-733-8732).

#### V. Responsibility for Compliance

All supervisors shall be familiar with the content of this order and shall ensure subordinate personnel are in compliance.



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## VI. Effect of this Order

All previous memoranda and orders that are inconsistent with this Order are hereby repealed and rescinded.

By Order of:

A handwritten signature in black ink, consisting of stylized initials "AFA" followed by a horizontal line.

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**Anthony F. Ambrose**  
**Public Safety Director**

AFA/mm

Attachments: Temporary Restraining Order form (revised 3/2016)  
Intervention Awareness form (revised 3/2016)