

SAMPLE—Family Violence

Volunteer Name/VA number

Date

On this date, at approximately 3:15pm, I was paged to contact Deputy **XXX** in reference to an Assault with Injury-Family Violence. I was advised of the situation by Deputy **XXX** and was given the victim's contact information. Deputy **XXX** asked that I call the victim, identified as

NAME

DOB

ph#

in about 45 minutes. At approximately 4:20pm, I contacted **XXX**. I introduced myself and explained my role as TCSO Volunteer. **XXX** briefly told me about the incident that occurred and about a history of abuse from the suspect

NAME

DOB

XXX explained that she is fearful of **XXX** and feels that his behavior cannot be predicted. **XXX** stated that she and her children were going to stay at a friend's house as she did not feel safe returning to her home today. I inquired as to whether or not **XXX** has ever been abusive to the children. **XXX** stated he had not and that the children were not present for the incident occurred today in the car.

I discussed the importance of safety planning with **XXX**. I provided her with the contact information for SafePlace and explained their services, including emergency shelter and counseling.

I then discussed with **XXX** her right to apply for a permanent protective order. I explained to **XXX** the difference between an emergency order and a permanent order. **XXX** indicated that she intends to apply for a permanent order this week.

XXX then described that she wants to move out of the home where she currently lives. **XXX** stated she does not feel safe there because **XXX** has been able to break in. **XXX** stated she would try and talk with her landlord about terminating her lease early. I offered to provide **XXX** with a letter from Victim Services stating our recommendation that she be released from her lease without penalty as she is a victim of family violence and is currently unsafe at her home. **XXX** said she would communicate with me if she determines that she needs me to provide her with this letter. We also discussed CVC as a possible means to assist with relocation and counseling. I provided **XXX** with a CVC application.

I ensured that **XXX** had Victim Services contact information and encouraged her to call should she have any future questions or concerns pertaining to this case.