

Domestic Violence Wrap-Around Victim Safety Planning Checklist

After you have spoken with a victim and they have indicated they would like to participate in wrap-around services, please use the checklist below to guide facilitation of the safety planning meeting.

Prior to Meeting

- Contact local law enforcement to inform them of case status and ask to participate in wrap-around meeting.
- Contact local advocacy program to inform them of case status. Advocacy will not be able to share victim information unless victim has signed a release of information.
- Find secure meeting location that is agreed upon with victim.
- Speak with victim regarding who they would like to attend; such as:
 - other individuals who may be at risk (family, neighbors, employer, daycare, child's school, etc.)
 - support network (advocacy, family, faith community, etc.)
- Determine who will reach out to any individuals identified above.
- If victim has current OFP/HRO offer to make copies to be distributed to affected parties (LE, employer, school, daycare, etc.)

Safety Planning

- Provide as much information as allowed regarding offender conditions of release and agent's role.
- Describe all terms and limits of confidentiality.
- Describe the supervision release violation process and to whom she should report a possible violation/concern.
- Ask victim to articulate their safety concerns and what steps they have/want to take.
- Create communication plan for "worst case scenario".
- If children are involved, develop age appropriate code words or phrases to be used if an immediate safety threat exists and develop plan for what child should do. (i.e., at home, at school, at daycare, etc.)
- Are there any special precautions to be taken while victim is at work? Is victim willing to share work schedule with agent and/or LE?
- Ask about and document safe procedures for future contact with victim and obtain contact information for third party, if victim can't be reached.
- Provide direct contact information for agent, law enforcement, and local advocacy program.
- Provide Minnesota CHOICE information to ensure victim is notified of future changes of offender's status.

Domestic Violence Victim Safety Planning Checklist

There are many reasons a domestic violence victim may opt to not go through with a comprehensive wrap-around safety planning meeting. A victim may still want and benefit from a conversation to help guide her in creating a safety plan. Please use following questions to aid in victim safety planning.

- Are you working with a community based advocate? If not, would you like assistance in connecting with an advocate?
- Do you have a no-contact order (e.g. OFP, HRO, DANCO) and if you do, who has copies of it?
- Where can you keep important phone numbers (police, crisis line, shelter, friend) for yourself and your children, that will be difficult for the offender to find?
- Is there anyone you can ask to call the police if they hear suspicious noises coming from your house or apartment?
- If you need to get out of your house or apartment in a hurry, what door, window, elevator or stairwell will you be able to use to get out safely?
- If you need a safe place to stay for a while, where can you go? Can you arrange to stay with family or friends in a crisis? Do you know how to contact Day One Services, to be connected with a shelter? (Day One 1-866-223-1111)
- Where can you keep your purse, an extra set of car keys or money for public transportation, so that you can grab them quickly?
- Do your children know how to use the telephone to contact the police?
- Is there a code word or signal you can use with friends, family, co-workers, or your children to alert them to call for help?
- Can you keep some money, some changes of clothes and important papers (e.g. birth records, social security cards for yourself and your children) hidden somewhere your partner doesn't know about, but you can get to quickly? Can you keep an "escape bag" with a neighbor or in the trunk of your car?
- If you think your partner is about to become physically abusive, how can you get to a room where there are fewer things that can be used as weapons? How can you avoid getting trapped in the kitchen, bathroom, basement or garage?