


Chapter:	Victims and High Risk for Domestic Violence	Classification:	Public Document
Subject:	High Risk for Domestic Violence (HRDV) Cases – Notification of Individual’s Release from Custody		
For:	Correctional Services	 Authorized by Executive Director	

1. Policy

1.1 The superintendent or designate will notify Community Corrections offices and/or policing agencies when an individual is released from custody whose case has been identified as High Risk for Domestic Violence (HRDV).


2. Correctional Facility

2.1 The assigned case management officer (CMO) will email (HRDVCorrections@novascotia.ca) a completed Critical Development Ongoing Information Form 2 (see form [30.00.00-B](#)) to the designated Head Office administrative support for HRDV cases to provide notification in relation to

- 2.1.1 date and conditions of an unescorted conditional release
- 2.1.2 an application for provincial parole
- 2.1.3 approval or denial for provincial parole
- 2.1.4 changes in the individual’s earliest release date

2.2 The CMO will, at a minimum of ten (10) clear business days prior to the individual’s scheduled release, email or fax a completed Critical Development Ongoing Information Form 2 (see form [30.00.00-B](#)) to the primary service providers in accordance with Policy and Procedures, Subject No. 30.00.00, [High Risk for Domestic Violence Initial Designation/Critical Development Ongoing Information](#) and the designated Head Office administrative support for HRDV cases to confirm

- 2.2.1 if the individual has community supervision to follow custody
- 2.2.2 the Community Corrections office responsible for their supervision upon release
- 2.2.3 if known, the name of the probation officer (PO)
- 2.2.4 their intended address upon release
- 2.2.5 the policing agency which initiated the original charge(s) (Note: The police agency of origin will notify the police agency responsible for the policing in the offender’s residential area)
- 2.2.6 the policing agency closest to the correctional facility

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2.3 Where there is no community supervision to follow custody, the CMO will change the individual’s risk category on JEIN from high risk for domestic violence (HRDV) to inactive high risk for domestic violence (INAHRDV).

3. Telephone Request from the Victim After Regular Business Hours

3.1 When there is a potential for the release of an individual designated as a HRDV case from custody, and Court proceedings are expected to go beyond regular business hours, facility staff will provide the Victim Services Officer an after-hours facility phone number to permit the victim to contact the facility to determine if the offender was released or returned to custody.

3.2 Facility staff will request the Victim Services Officer to fax a cover letter to the facility prior to the end of the business day indicating that Court proceedings are on-going, and no update was available by 4:30 pm. The fax (see form [30.02.00-A](#)) will include:


- 3.2.1 the date
- 3.2.2 Victim Services Officer’s name
- 3.2.3 the individual designated as a HRDV case name
- 3.2.4 victim’s name

3.3 The manager who receives the telephone call from the victim identified in the fax will inform the victim whether the individual is in custody or has been released.

4. JEIN Documentation

4.1 The designated case manager will enter activity notes in JEIN under Offender Case Management (OCM), detailing community contacts made by the correctional facility and community corrections staff regarding notification of the release of an individual designated as a HRDV case.

4.2 In accordance with Policy and Procedures, Subject No. 30.00.00, [High Risk for Domestic Violence Designation/Critical Development Ongoing Information](#), designated Head Office staff will enter the information on the

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form 2 regarding an release from custody in JEIN under Offender Case Management (OCM).

5. Standard Operating Procedures

- 5.1 The superintendent will establish local standard operating procedures (SOP) where a case has been designated as HRDV to notify the victim of the individual's
 - 5.1.1 pending release from custody
 - 5.1.2 release by the court