

# We will begin shortly. While you wait...

## Learning from Text: Case files, Forms & Checklists

with  
Olga Trujillo, Praxis Senior Trainer and  
Program Specialist and  
Casey McGee, IATA consultant  
Tuesday, March 1, 2016

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# Webinar tips

### If using audio only:

- Email comments to [liz@praxisinternational.org](mailto:liz@praxisinternational.org)

### If using computer:

- "Chat" comments or questions to group via **Public Tab** on screen – TEST CHAT NOW
- Use **Private Tab** to ask questions or report technical problems to Liz

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### Session is recorded:

- Available on the our website:  
[http://praxisinternational.org/praxis\\_audio\\_event\\_recordings.aspx](http://praxisinternational.org/praxis_audio_event_recordings.aspx)

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# Learning from Text

## CASE FILES, FORMS AND CHECKLISTS

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## Presenters and Staff

- Olga Trujillo, Senior Program and Planning Specialist
- Liz Carlson, Program Specialist Praxis International
- Casey McGee, Independent Consultant
- Maren Woods, Program Manager Praxis International

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## Learning from Text

CASE FILES, FORMS & CHECKLISTS

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## Community Assessment

A systematic method of analyzing how specific features (e.g., safety and accountability) are or are not incorporated into the daily work routines of practitioners

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### A Community Assessment....

- ❖ Is *not* a performance review tool
- ❖ Does *not* assess individual effectiveness
- ❖ Will *not* help you finally remove that troublesome judge
- ❖ Is an inquiry into the **institutional response** to domestic violence or sexual assault: how we are organized and coordinated to think about and act on cases

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### Goal of a Community Assessment:

See how, where, and if institutional practices ensure safety and well-being for victims and accountability of offenders

- Does this practice enhance or diminish safety and well-being?
- Does this practice enhance or diminish accountability?

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### Steps in Conducting an Assessment

1. Map case processing
2. Collect data
3. Analyze data
4. Generate and articulate findings
5. Implement solutions



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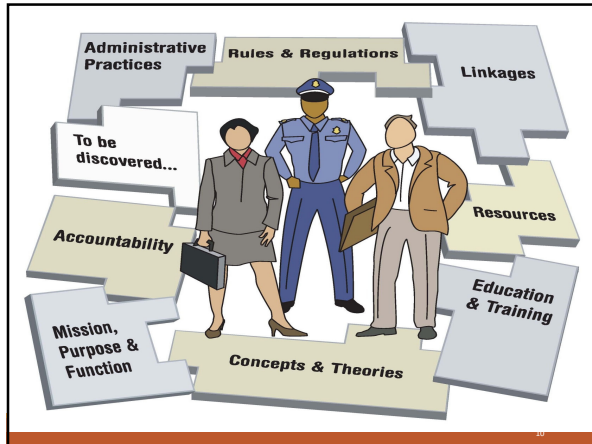
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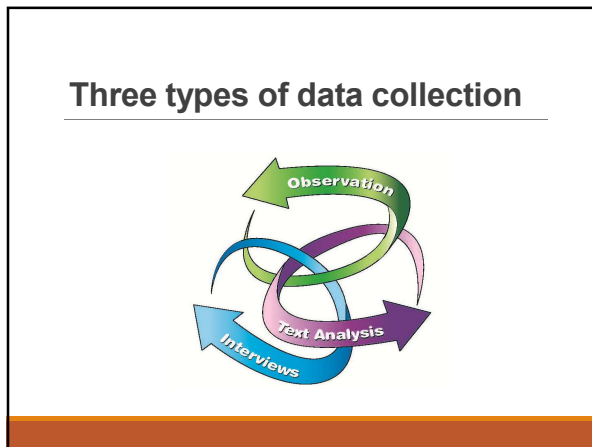
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**Presenter**

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**Casey McGee**  
Independent Consultant

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**Text Analysis**

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**Text Analysis**

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**What** – close, careful reading of forms, reports, files and curricula

**When** – at multiple points

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## Why text analysis?

(aka The Importance of the Written Word to Bureaucratic Life)

- These stand in for the messy reality of people's lives and guide a course of action for the next practitioner

**Reports** 

- Practitioners use these to triage what's important and what's irrelevant

**Forms** 

- Created to guide our big-picture thinking about the world

**Policies** 

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## What kinds of text can we examine?

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## 911 and Patrol Case Processing

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**911 Call Taker**

- Determines jurisdiction and demographic info
- On phone with caller in real-time, relaying information to dispatch

**Dispatcher**

- Dispatches officer with brief incident summary, urgency code, and type code
- Available for background information check
- Documents patrol arrival, departure

**Patrol Officer**

- Assess situation, arrange for immediate safety and medical care
- Conduct initial investigation
- Determine if probable cause to arrest
- Complete written report

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Questions?

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The Mechanics

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WHAT ARE WE LOOKING FOR?

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**Reviewing Policy**

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- Underlying principles and philosophy
- Criteria and procedures
- Monitoring and supporting compliance

Source: *Planning and Conducting a Best Practice Assessment of Community Response to Domestic Violence. The Criminal Justice Response: Police Follow-up Investigations and Prosecution Charging Decisions*, pp.38-40.

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### Sample Policy Segment #1

The Any County District Attorney's Office has a **zero tolerance policy** on domestic violence. Zero tolerance means the district attorney's office will not drop cases when factors indicative of danger are present.

Those factors include but are not limited to:

- Severe injury to a victim resulting in hospitalization
- Threats to kill a victim
- Strangulation
- Defendant with a history of many police encounters

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### Sample Policy Segment #2

The Our County District Attorney's Office has a **no-drop policy** on domestic violence.

No-drop means prosecutors should pursue cases for which there is strong evidence, even when victims refuse to cooperate.

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### Case Records

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## Reviewing Case Records

- Read the first one without stopping to take many notes or jumping into analysis.
- Read as if reading a story of the events.
- Let the words do the talking.
- Highlight what catches your eye in relation to the overall response and ways in which victim safety and offender accountability are enhanced or diminished.

Source: *Planning and Conducting a Best Practice Assessment of Community Response to Domestic Violence. The Criminal Justice Response: Police Follow-up Investigations and Prosecution Charging Decisions*, page 23.

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## Examples

*Orders for Protection Spread Sheet* (see handout)

*Intimate Partner Sexual Assault Spread Sheet*  
(see handout)

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## Questions?

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## Accessing Files

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## Support for Community Assessments

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<p><b>OVW GRANT SOLICITATIONS</b></p> <ul style="list-style-type: none"> <li>□ Rural Grant Program</li> <li>□ Grants to Encourage Arrest Program</li> </ul>	<p><b>TRAINING &amp; TECHNICAL ASSISTANCE</b></p> <ul style="list-style-type: none"> <li>□ Praxis International Website             <ul style="list-style-type: none"> <li>▪ 16 minute video</li> <li>▪ Introductory Webinar</li> </ul> </li> <li>□ Monthly IATA Webinars</li> </ul>
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## Thank You

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For questions, assistance, or more information, please contact:

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 Praxis International, Inc.  
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