

## EXECUTIVE DIRECTIVE

<p><b>Title:</b> Statewide Safety Plan Protocol for Juvenile Non-Fatal Shooting/Stabbing Victims or Victims Crimes of Violence</p>	<p><b>Executive Directive Number:</b> DIR/CS-01-19</p>
<p><b>Related MD Statute/Regulations:</b> MD Code Ann., Human Services §9-203 and §9-204</p>	<p><b>Applicable to:</b> Regional Director/Intake Director Director of Community Detention Operations</p>
<p><b>Related DJS Policy/Procedures:</b> None</p>	<p><b>Effective Date:</b> October 24, 2019</p> <p><b>Number of Pages:</b> 4</p>
<p><b>Related ACA/Facility Standards:</b> N/A</p>	<p><b>Responsible Authority:</b> Scott Beal, Executive Director, Office of Community Services Betsy Tolentino, Executive Director for Pre-Adjudication and Reform</p>

/s/ signature on original      10/16/19  
Scott Beal      Date  
Executive Director, Office of Community Services

/s/ signature on original      10/24/19  
Betsy Tolentino      Date  
Executive Director of Pre-Adjudication and Reform

**PURPOSE:**

These guidelines have been established in an effort to prevent non-fatal shooting/stabbing victims or victims of a crime of violence from being re-victimized and/or to prevent possible retaliation. Safety planning is a statewide protocol and all Regions shall collaborate with partnering agencies to include local law enforcement, local health department, States Attorney’s Office the Public Defender’s Office, and when applicable mental health and somatic health providers.

**PROCEDURES:**

Upon notification/knowledge of a non-fatal shooting/stabbing, the Watch/Fusion Center Liaison will determine if the youth is under DJS supervision. If under supervision, the Watch/Fusion Center Liaison must immediately open a Safety Planning Initiative alert in ASSIST and send notification to all DJS staff with an open folder in ASSIST, the Regional Director/Intake Director, and the Director of Community Detention Operations who will serve as the Coordinator to provide support and participate in safety planning with the Regional Director/Intake Director.

**I. Upon receiving a Watch/Fusion Center notification that a youth was involved in a non-fatal shooting/stabbing or a victim of a crime of violence, the following steps shall be implemented.**

- A. Group Notification:** The Regional Director/Intake Director will communicate with partnering agencies to determine safety and planning needs of the youth and family. The Regional Director/Intake Director will communicate with the Director of Community Detention Operations to determine whether the youth is hospitalized and if so, go to the hospital to ascertain medical needs and services available through hospital team. In addition, the Regional Director/Intake Director and Coordinator will determine what community based services can support the needs of the safety plan.
- B. Safety Assessment:** *Within twenty-four (24) hours of notification from the Watch/Fusion Center* that the victim is supervised by DJS, the Regional Director/Intake Director will request the partnering agencies/stakeholders to email information expressing any safety concerns. The Regional Director/Intake Director will review the law enforcement safety assessment to determine if a Safety Planning Meeting is needed, and if so will schedule. If a safety planning meeting is not needed, the Regional Director/Intake Director will email the Executive Director for Community Supervision documenting the decision and close the Safety Planning Initiative alert in ASSIST.

If a Safety Plan is needed, each agency partner should provide the following background information:

1. **DJS:** Provide information that may be helpful in assessing the level of threat to the victim's safety and in developing the safety plan, such as:
  - a. According to the hospital, the victim's condition and expected release date? (To comply with confidentiality requirements, this information should be shared with DJS staff only.)
  - b. Has the victim been shot/stabbed previously?
  - c. Does the victim have known associates or relatives who are victims or perpetrators?
  - d. What is the family/victim's level of concern regarding their safety?
  - e. Is the victim known to be gang involved?
  - f. Determine if there are home/community safety concerns.
  - g. Are there concerns related to the family dynamics that should be taken into account while developing a safety plan (i.e. their capacity to ensure the victim's safety, level of cooperation, etc.?)
2. **Local Law Enforcement:** The Regional Director will contact local law enforcement and request the following information.
  - a. Detailed account of events that led up to the shooting.
  - b. Does the victim have known associates or relatives who are victims or perpetrators?
  - c. Is the victim safe at his/her current residence? If no, would he/she be safe living elsewhere? Will the family be safe if victim is removed?
  - d. Is there concern that the victim will retaliate?

- e. Has the victim been shot/stabbed previously?
- f. What is the family/victim's level of concern regarding their safety?
- g. Is the victim known to be gang involved?
- h. Are there concerns related to family dynamics that should be taken into account while developing a safety plan?

**C. Safety Planning Meeting:** The Regional Director/Intake Director shall determine if a Safety Planning meeting is required. If it is necessary to organize a Safety Planning Meeting, the Regional Director/Intake Director will schedule the meeting, and include, when applicable, a summary from each partnering agency. When possible, the partnering agencies shall be invited to attend. The DJS representatives shall include: Regional Director/Intake Director, Director of Community Detention Operations, Assistant Regional Director/Intake Director, CMSS, and CMS. If the case is courtesy supervision, the sending region's administrator shall also be involved in the planning.

The meeting will occur as soon as possible and no later than 48 hours after receiving the Watch/Fusion Center notification. Safety Planning shall only be postponed if the youth has not been discharged from the hospital, or is AWOL. If the youth remains in the hospital the CMS/CMSS will provide daily updates to the Regional Director/Intake Director and Director of Community Detention Operations. If youth is confirmed AWOL the CMS must request a Writ from the Court.

1. The CMS shall inform the family and youth of the meeting. Depending on the safety circumstances surrounding the matter, the meeting will either take place at the local DJS office or at the residence of the youth.
2. The CMS shall submit written notification of the Safety Plan to the court by close of business on the day of the Safety Planning Meeting.

**D. Safety Plan Development:**

1. A Protective Supervision Folder will be opened for the youth in ASSIST. If the team determines that GPS supervision is needed, the CMS shall submit a Memo to the Court requesting a Court Order for GPS monitoring within one business day. If GPS is ordered, the CMS shall immediately forward the GPS order to the Rapid Response Team and copy the GPS RR Supervisor, the Director of Community Detention Operations, and advise on exclusion zones identified at the Safety Planning Meeting.
2. If the team determines that enhanced supervision is needed, they will coordinate the additional contacts with the Director of Community Detention Operations. For additional contacts, without electronic monitoring, the youth will receive enhanced supervision with additional face to face contacts provided by a Community Detention Officer (CDO). A Protective Supervision Folder will be opened by the CMSS. The CDO will provide the youth with three face-to-face or phone contacts Monday through Friday for a period of 30 days unless otherwise noted by the Safety Plan. If weekend assistance is required, the CD/RR Team will conduct the contacts. All contacts will be noted in ASSIST. The CDO will provide immediate notification via email to the CMSS and CD Supervisor if a safety issue exists. The CMS will send an email report to the CDO to report on the youth's progress when a youth

- completes enhanced supervision. The Director of Community Detention Operations will send a summary of the enhanced supervision plan requirements and this will become part of the overall safety planning assessment.
3. If the team needs to relocate the youth to Shelter Care as part of the Safety Planning, the CMS will secure a shelter bed and arrange transport for the youth to Shelter. The Team will immediately notify the court of the Shelter placement and request an emergency shelter hearing with the court for the next court date.
  4. If the family determines they want to relocate the address change will be documented in ASSIST. If jurisdiction changes, notification will be made to the receiving jurisdiction.
  5. The assigned CMSS will document the plan in a Supervisor Case Review in the Protective Supervision Folder and outline the role of each partnering agency in the safety plan.
  6. The Regional Director/Intake Director will email the Executive Director for Community Supervision and the Executive Director of Pre-Adjudication and Reform the Safety Plan Outcome Form advising of the Safety Plan Assessment by close of business the day of the Safety Planning Meeting and include the detailed enhanced supervision plan requirements developed by the Director of Community Detention Operations.
  7. The Director of Community Detention Operations will maintain a central repository of all Safety Plan Outcome Forms.
- E. After 30 days, the Regional Director/Intake Director and the Director of Community Detention Operations will discuss whether the Safety Plan Assessment requirements have been met and the matter can be closed or whether there is still a safety issue and services and enhanced supervision needs to continue. In either case, the Regional Director/Intake Director will email the Executive Director for Community Supervision and the Executive Director of Pre-Adjudication and Reform and provide a summary of what occurred that supports the decision to close the Safety Plan or a summary of the reasons why services shall continue. This summary shall refer back to the original Safety Plan Assessment and reference what has been completed and what services, if any, will be continued.
- F. This directive requires the Director of Community Detention Operations and the appropriate Regional Director/Intake Director to participate in all safety plan reviews. If the Director of Community Detention Operations or a Regional Director/Intake Director is unavailable (for example, for approved leave of absence from the office) a temporary designee shall be identified and communicated to the Executive Directors of Community Supervision and Pre-Adjudication Services and Reform.