

# Virginia Application for Training and Technical Assistance to Implement the Lethality Assessment Program—Maryland Model (LAP)

## Project Description

The Office of the Attorney General (OAG) in collaboration with The Department of Criminal Justice Services (DCJS) and The Virginia Sexual and Domestic Violence Action Alliance (Action Alliance) has partnered with the Maryland Network Against Domestic Violence (MNADV) to bring the Lethality Assessment Program – Maryland Model (LAP) to Virginia. The OAG, DCJS and the Action Alliance make up the Virginia Statewide LAP Team.

LAP, a project of MNADV, is a two-pronged intervention process that makes use of a specialized lethality assessment instrument and an accompanying protocol. Trained police officers on the scene of a domestic violence call assess a victim's risk for serious injury or death using the one-of-a-kind Lethality Assessment Screen. Officers immediately link "High-Danger" victims to the community-based Domestic Violence Service Program (DVSP) hotline in their area with the goal of having victims receive program services. LAP enables police officers and local DVSP to work as equal partners in a more coordinated, communicative, and cooperative manner to engage victims who may, otherwise, be unlikely to seek the support of domestic violence services. LAP is the *only* program of its kind in the nation and was recently honored as one of two promising practices to end homicide by the Department of Justice.

## Eligibility

Applicants are limited to:

Teams of *at least one* (1) law enforcement agency and *at least one* (1) community-based DVSP serving the same jurisdiction (see Attachment B);

Participating law enforcement agencies *and* DVSPs that have language access policies and procedures in place that comply with Title VI of the Civil Rights Act of 1964 and the Safe Streets Act of 1968(see Attachment A);

Participating DVSPs that have policies and procedures in place that provide access for individuals with disabilities per the Americans With Disabilities Acts of 1990 and 1991(see Attachment A);

Teams that meet the minimum required criteria for implementing the Lethality Assessment Program—Maryland Model set forth on the accompanying *LAP Implementation Readiness Checklist* (see Attachment B); including implementation of policies;

Teams that agree to all the conditions set forth in the accompanying *Letter of Commitment* (see Attachment C); and

Teams that have had their authorized officials of the participating law enforcement agencies *and* DVSPs sign off with original signatures on all of the accompanying attachments (see Attachments A, B, and C).

Other third party agencies (such as Commonwealth Attorney's Offices) may apply if they have partnered with at least one participating law enforcement agency and DVSP.

## Scope of Project

Successful applicants will attend locally conducted LAP train-the-trainer instructional sessions which prepare applicants to deliver in-service trainings to fellow law enforcement officers and domestic violence advocates in their jurisdiction. After attending the training, the trainees will be given up to two months to train their fellow law enforcement officers and DVSP staff as they prepare for implementation of the LAP. After all members have been trained, implementation will begin, which includes collecting and reporting required data to assess each team's effectiveness in implementing the LAP in their jurisdictions. The Statewide LAP Team will provide technical assistance over the telephone, by e-mail, or in person during all phases of this project.

## Implementation Process

**Step 1: Application and Teleconference**—The Statewide LAP Team will have two separate in-person or over the phone meetings with each of the command staff (head of Agency) and the DVSP executive director to ensure each agency has buy-in and that all questions are answered.

**Step 2: Pre-Training Meeting**—A meeting for law enforcement and the DVSP representatives who are policymakers and administrators will be arranged through the OAG's LAP Coordinator. This meeting will explain how LAP works and will review implementation and administrative provisions. The meeting will be conducted by the OAG's LAP Coordinator and include a representative from the Action Alliance.

### **Step 3: Train-the-Trainer Session—**

A representative from the Statewide LAP Team, as well as representatives from law enforcement and a DVSP (who were trained by MNADV), working as a team, will conduct a one-day, six-hour train-the-trainer session that must be attended jointly by participating law enforcement agency officers and DVSP staff who will provide in-service training to their officers and staff. This session will be arranged through the appointed team coordinator/point of contact at each agency or organization working jointly with Statewide LAP Team. Additionally, a four-hour anti-bias and LAP implementation training will be provided by the Statewide LAP Team and its trainers. Participating law enforcement officers will receive 10.5 PIC credits from DCJS for attending the Train-the-Trainer Session.

**Step 4: In-Service Training**—Through a regular one-hour in-service session the newly instructed law enforcement LAP trainers will conduct in-service training for their officers. Additionally, through a 2.5 hour in-service session the newly instructed DVSP trainers will conduct in-service training for their staff. In-service training will occur **within two months of the Train-the-Trainer Session**.

**Step 5: Implementation**—Implementation will occur no later than **two months after the Train-the-Trainer Session**; however, the LAP may be implemented as soon as in-service training has been completed for both law enforcement and the DVSP.

### **Step 6: Follow-Up**

- **Data Collection**—Upon initial implementation, the local LAP coordinator will provide to DCJS baseline data from the law enforcement agency and the DVSP. Additionally, DCJS will collect LAP statistical data from law enforcement agencies and the DVSP **after the first 6-months of implementation and annually thereafter**. The Statewide LAP Team will provide feedback on the submitted LAP statistical data.
- **Technical Assistance**—The Statewide LAP Team will provide ongoing technical assistance regarding policy development, training, and implementation. Technical assistance

will be provided in the form of email, teleconferences, newsletters/updates, and/or video conferencing.

The Statewide LAP Team may survey participating law enforcement officers and domestic violence advocates. The Statewide LAP Team will continue to send training updates, recent research and data, and best practices to participating LAP agencies.

## **How to Apply**

Applicants must apply as a single team: *At least one* (1) law enforcement agency and *at least one* (1) community-based DVSP from the same jurisdiction. A designated representative for the team will be required to sign and submit the application as well as serve as the Team Coordinator. If the application is selected, the same individual agrees to facilitate and coordinate the team's training and technical assistance activities as necessary. Applications will also be accepted by third parties (for example, Commonwealth's Attorneys' Offices) should the law enforcement agency and DVSP meet the eligibility and selection criteria established in this Application.

## **Selection Criteria**

Key criteria for evaluating the applications include the following:

1. The number or size of law enforcement agencies partnering with a DVSP(s) that comprises a team;
2. The size and demographics (gender, age, ethnicity, etc.) of the population being served that demonstrate the diversity of the jurisdiction;
3. The demonstrated ability to meet the minimum criteria for implementing the LAP;
4. The demonstrated ability of partnering law enforcement agencies and a DVSP(s) to work together in the development, training, and implementation of the LAP in their jurisdictions (A signed Memorandum of Understanding (MOU) between the DVSP and law enforcement is highly encouraged. A sample MOU can be found on the OAG website); and,
5. The demonstrated willingness of a jurisdiction to sustain implementation of the LAP.

## **Deadline for Submission of Applications**

Applications must be completed in the PDF format only, with narrative responses typed and not hand written. Completed applications with required signatures maybe faxed, scanned and e-mailed, or mailed. Applicants will receive an e-mail confirmation upon receipt of their application.

Send applications with the required signed attachments to:  
Morgan Abbate, LAP Coordinator  
Office of the Attorney General  
202 North Ninth Street  
Richmond, VA 23219

Fax: (804)225-3064, E-mail: [MAbbate@oag.state.va.us](mailto:MAbbate@oag.state.va.us)

## **Contact Information**

For assistance with the requirements of this solicitation, contact Morgan Abbate at the Office of Attorney General at (804)786-3344 or email [MAbbate@oag.state.va.us](mailto:MAbbate@oag.state.va.us)

## **Notification of an Award**

Applicants will receive notification of award status by e-mail within two months of receipt of the completed, signed application. Following the notice of award status, the Statewide LAP Team will schedule the meetings and training described in the Implementation Process section of this application form.

**Application for Virginia Training and Technical Assistance to  
Implement the Lethality Assessment Program**

**I. Applicant Information**

1. County(ies)/ City(ies) in which the applicant jurisdictions is located \_\_\_\_\_
2. Average number of intimate partner-related homicides per year since 2011, which also includes secondary victims such as children, law enforcement, victim defenders, etc.: \_\_\_\_\_

A designated representative will serve as the Team Coordinator for this project and will facilitate and coordinate the team's training and technical assistance activities as necessary, and if selected, to fulfill the requirements of the training and technical assistance project.

Name of the Team Coordinator \_\_\_\_\_

Title (and rank, if applicable) \_\_\_\_\_

Agency/Program/Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, ZIP Code \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**Attachment A, B and C**

Attachment A, B and C must be signed and checked by *all* the highest-ranking official identified law enforcement agencies and domestic violence service programs.

\_\_\_\_\_  
Signature of Team Coordinator

\_\_\_\_\_  
Date

## II. Participant and Demographic Information

1. For **each law enforcement agency participant** in LAP training and implementation, list the:
  - a) name of law enforcement agency, name of agency representative (**must be** someone with some authority and input regarding training his or her agency and other LAP policy-related decisions), and contact information for the agency representative;
  - b) partner community-based domestic violence service program(s) (DVSP) and name of contact person at each program;
  - c) specific municipalities, towns, or other jurisdictions served by the law enforcement agency; and
  - d) estimated served population of the law enforcement agency;
2. Please describe the demographic information for the populations served by the agency participants. Include 2010 U.S. Census Bureau data regarding the racial and ethnic make-up of your residents, as well as any relevant information regarding special populations (such as high student or elderly population, whether there is a significant immigrant population, whether your community is rural versus urban, and whether there is a large population living in poverty) in your community:

**III. Narrative Questions** (Please answer the following questions on **no more than 4 pages** to be labeled as Attachment D.)

A. The LAP is a preventive, law enforcement officer tool that identifies victims of domestic violence who are at the greatest risk of being killed and encourages them to go into domestic violence provider services. Tell us why your team is applying for our assistance.

B. The LAP results in an increased use of domestic violence service programs (DVSP) resources and services. Please specifically describe the resources available to the victims in your community, and the DVSP's plan to handle the increased use of its hotline and follow up advocacy and/or shelter services.

C. The success of the LAP requires coordination, communication, and cooperation by the partnering law enforcement agencies and domestic violence service programs. Describe how your team has worked collaboratively in the past to serve victims of domestic violence. Include details of any specific projects, grants, or history of collaboration, if applicable.

D. Please specifically explain how your jurisdiction plans to sustain on going implementation of the LAP. Include details about any funding set-aside for implementation or memoranda of understanding between agencies, if applicable.

Attachment A

**Project Eligibility Requirements (page 1 of 2)**  
**FOR DOMESTIC VIOLENCE SERVICE PROGRAMS**

***Each participating Domestic Violence Service Program must check each appropriate box. Please submit checked boxes and signatures for each participating team Domestic Violence Service Programs on a separate page labeled "Attachment A."***

1. \_\_\_\_ My participating DVSP(s) has language access policies and procedures in place that comply with Title VI of the Civil Rights Act of 1964 and the Safe Streets Act of 1968.
2. \_\_\_\_ My participating DVSP(s) has policies and procedures in place that provide access for individuals with disabilities per the Americans with Disabilities Acts of 1990 and 1991.

I, the undersigned, certify that my program meets the mandated conditions set forth above.

***Participating Team Domestic Violence Service Program***

\_\_\_\_\_  
Signature of Highest Ranking Official/ Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Program

Attachment A

**OVW Project Eligibility Requirements (page 2 of 2)**  
**FOR LAW ENFORCEMENT AGENCIES**

***Each participating law enforcement agency must check each appropriate box. Please submit checked boxes and signatures for each participating team law enforcement agencies on a separate page labeled "Attachment A."***

\_\_\_\_\_ My participating law enforcement agency has language access policies and procedures in place that comply with Title VI of the Civil Rights Act of 1964 and the Safe Streets Act of 1968.

\_\_\_\_\_ My participating law enforcement agency has a domestic violence general order in place. Please attach with your application.

I, the undersigned, certify that my agency meets the mandated condition set forth above.

***Participating Law Enforcement Agency***

\_\_\_\_\_  
Signature of Highest Ranking Official      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Agency



**Attachment B**

## **Lethality Assessment Program-Maryland Model Implementation Readiness Checklist**

*This Readiness Checklist sets out the **minimum required criteria** needed for implementing the Lethality Assessment Program-Maryland Model (LAP). **Please check each box.***

1. ☐ Does your team consist of *at least one* (1) law enforcement agency and *at least one* (1) community-based domestic violence service program (DVSP) serving the same jurisdiction?
2. ☐ Does the DVSP manage a 24/7 domestic violence hotline available for officers to call? (An answering service does not qualify.)
3. ☐ Is there a full-service DVSP, including shelter, available?
4. ☐ Have you, the participating law enforcement agencies and DVs, specifically communicated about the LAP, and do you wish to participate as a team in the LAP?
5. ☐ Is there an agreement by participating law enforcement agencies and DVSPs to use the Lethality Screen for Law Enforcement Officers, which is in the form of 11 questions that are asked of victims?
6. ☐ Is there an agreement by participating law enforcement agencies that their officers will utilize the LAP phone protocol, which consists of making the call to the domestic violence hotline from the scene of a domestic call for service?
7. ☐ Is there an agreement by participating law enforcement agencies that their officers will encourage high-danger victims to speak on the phone to the hotline worker from the scene?
8. ☐ Is there an agreement by participating DVSPs to conduct immediate safety planning with the victim and encourage the victim to go into services?
9. ☐ Is there an agreement by participating law enforcement agencies that their officers will remain on the scene during the brief 5-10 minute phone conversation the victim has with the hotline worker?

We, the undersigned, certify that our team meets all the 9 implementation readiness conditions set forth above. *(Please submit signatures for additional participating team agencies or programs on a separate page labeled Attachment B.)*

**Participating Team Law Enforcement Agency**

\_\_\_\_\_  
Signature of Highest Ranking Official      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Agency

**Participating Team Domestic Violence Service Program**

\_\_\_\_\_  
Signature of Highest Ranking Official/ Staff      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Program

## **Letter of Commitment (page 1 of 2)**

**We, the undersigned, are submitting this Letter of Commitment as part of the Application for LAP Training and Technical Assistance. If our team is selected, our agency/program agrees to all of the following:**

- To comply with and agree to the minimum criteria set forth in the LAP Implementation Readiness Checklist.
- To commit to having our respective law enforcement agencies and Domestic Violence Service Programs participate as a team in the development, training, and implementation of the LAP.
- To appoint a contact person who will serve as our team's coordinator and who will work with The Statewide LAP Team in scheduling training and technical assistance activities as necessary to fulfill the requirements of the project. Should the contact person leave their position or decide not to become involved in the project, we will promptly assign another individual to fulfill the duties of the contact person.
- To appoint a contact person who will serve as each agency's coordinator and who will work with The Statewide LAP Team and the Team Coordinator to ensure all program requirements are met.
- To select representatives from our policy and administrative staffs to participate in a pre-training meeting at a mutually agreed upon time, at least two months prior to training (See Step 2, "Scope of Project").
- To coordinate a train-the-trainer session so that The Statewide LAP Team provided training is completed during a one-day period on a mutually agreed upon date in Step 3, "Scope of Project" in this application.
- To continue to demonstrate a readiness, willingness, and commitment to implement the LAP-Maryland Model throughout the training and implementation period.
- To participate in all of the Steps outlined in the "Scope of Project."
- To ensure that the train-the-trainer session is attended by both law enforcement agency officers and domestic violence service program (DVSP) staff who will train their respective staffs.
- To complete the in-service of participating law enforcement agency officers and domestic violence services program staff, who will be in assignments where the LAP will be used, within the time frame specified in Step 4, "Scope of Project" in this application.

## Letter of Commitment (page 2 of 2)

- To implement the LAP in our jurisdiction within two months following the training provided by Statewide LAP Team (Step 4, “Scope of Project”).
- To collect LAP data and submit the collected data to the Statewide LAP Team as specified in Step 6, “Scope of Project” in this application.
- To give permission for participating officers and Domestic Violence Service Program staff to be surveyed by The Statewide LAP Team and for our staffs to administer surveys within our own agencies to assist The Statewide LAP Team in project evaluation.
- To not make any changes to the LAP—Maryland Model’s core principles (found in Attachment B) for at least twelve months after implementation. If changes are desired after the 12 month period, the team will contact the Statewide LAP Team to discuss changes and process for engaging MNADV in considering and approving modifications to ensure the LAP is continues to be implemented as designed.
- **To make a good-faith commitment to institutionalize the LAP within your participating agencies and programs.**

*(Please submit signatures for additional participating team agencies or programs on a separate page labeled Attachment C.)*

### ***Participating Team Law Enforcement Agency***

\_\_\_\_\_  
Signature of Highest Ranking Official      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Agency

### ***Participating Team Domestic Violence Service Program***

\_\_\_\_\_  
Signature of Highest Ranking Official/ Staff      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Program