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FAMILY JUSTICE CENTER
SCREENING PROCESS

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The Crystal Judson Family Justice Center offers victims of domestic violence and their children access to a wide array of community and criminal justice services in one location. To enhance the safety of clients, children, FJC partners and staff, a screening process is conducted for all visitors seeking services at the FJC. This screening process DOES NOT include a criminal background check or an immigration status inquiry.

The FJC screening process does include the following: review of the client intake form, review of the FJC internal database, and review of the state-wide court case listing database (JIS system) to determine if a visitor/client has any prior or pending **domestic violence** cases, protection orders or warrants. Visitors with prior or pending domestic violence cases, protection orders or warrants will be referred to management staff or their designee for an assessment prior to entering the FJC. This assessment will include but is not limited to the following:

- Type of services requested
- Date of the prior domestic violence incident(s)
- Type and date of warrant
- Status of the criminal case
- Status of protective orders
- Prior history of victimization
- Consideration of dominant aggressor issues
- Risk to clients and/or staff
- Cases involving victim/defendants

Depending on the circumstances, the FJC may declare a conflict, decline to provide services, provide referrals for services at nearby agencies and/or seek law enforcement intervention when appropriate. In the event of a conflict, FJC staff will:

- Discreetly advise the client of the conflict and/or a warrant
- Provide referral to nearby agencies
- Provide appropriate literature, brochures and/or directions
- Answer any questions and/or concerns in a respectful and patient manner

Clients with active warrants will additionally be provided a courtesy notice of their warrant and information on how to appropriately address the matter with the court.