

# FAMILY VIOLENCE SUPERVISION NETWORK (FVSN) CHARTER – JANUARY 11, 2019

## **Mission:**

We are an intra-state collaboration of parole and probation officers working together with community partners to ensure victim and community safety by developing best practices for the supervision of domestic violence offenders.

## **Scope of Authority:**

To make recommendations to the Oregon Department of Corrections (DOC), through the Oregon Association of Community Corrections Directors (OACCD), regarding all direct and indirect aspects related to the supervision of domestic violence offenders. Each community corrections agency shall appoint a representative. Each representative shall be the point of contact between FVSN and their corresponding county.

FVSN will have sub-committees responsible for heading specific issues at hand, as determined by FVSN officers. Each sub-committee will be chaired by one active officer of FVSN and comprised of any FVSN members.

## **Roles and Responsibilities:**

- To promote attendance for our meetings from all community corrections agencies, Department of Corrections, and any other partner agencies.
- Propose, research, create/edit tools to enhance domestic violence offender supervision focusing on victim safety and offender accountability.
- Create and edit a statewide risk assessment tool specifically for domestic violence offenders.
- To increase awareness for the need of specialized domestic violence caseloads, supervised by specialized parole and probation officers.
- Maintain records of each county's attempt at providing effective supervision of domestic violence offenders.
- To create, update and maintain a statewide, standardized set of special conditions for the supervision of all domestic violence offenders.
- Develop long-range plans for development of legislation to assist in funding for supervision of misdemeanor cases of domestic violence.
- Prioritize projects with OACCD and DOC.
- Provide specialized training and information for parole and probation officers and other agencies working with domestic violence offenders.
- To maintain and update FVSN's participation on the DOC website to include a quarterly meeting schedule and current officer contact information, as well as current updated membership contact list.

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## Membership/Officers:

- Any person from a community corrections agency responsible for the supervision of domestic violence offenders, shall be eligible for membership. Any agency actively involved in working with domestic violence offenders - post conviction - and/or victims of domestic violence, will be allowed to attend meetings as guests.
- All officers are two-year terms. On every odd year, elections for a Chair, Co-Chair and Secretary will be held at the last meeting of that year (November). These are volunteer positions which are nominated by another group member; a group vote is taken for majority rule, and a seconded for approval by another member. The requirements for officers are FVSN member and active participation at all quarterly meetings.
- If an opening of an Officer occurs within the 2 year term; nomination and elections are to be conducted at the next scheduled FVSN meeting. The newly elected Officer will only be responsible for the remainder of the current two year term. Officers may be re-elected for additional terms in an Officer position but it is highly encouraged that other members take leadership roles.
- Chair. This position is responsible for planning and distribution of each quarterly agenda, directing the meetings through said agenda, reviewing prior month's minutes and present issues/questions from person(s) unable to attend. Also, if there are issues that need approval from OACCD, the Chair will take issue(s) to OACCD.
- Co-Chair. This FVSN member is responsible for assisting the Chair in their responsibilities and will accompany the Chair in all meetings with OACCD and DOC. They will be responsible for providing assistance to sub-committee groups as needed. If the Co-Chair wishes, they will automatically assume the position of Chair at the end of the current Chair's two year term.
- Secretary. This FVSN member is responsible for recording, corrections and addendums to the meeting minutes and distributing them to the FVSN membership and OACCD. In addition, they will track attendance at each meeting, along with updating/distributing the membership contact list to the members, OACCD, and DOC website.
- FVSN Officers will collaborate with OACCD to obtain an OACCD Liaison position. The OACCD Liaison regularly attends both FVSN and OACCD with the primary role of relying and coordinating communication between the two networks. The OACCD Liaison also schedules FVSN Officers to present at OACCD on any tasked items for approval. The OACCD Liaison position is not a termed position. If a vacancy occurs, FVSN Officers will work with the departing OACCD Liaison (if available) and OACCD to fill that position.
- All members not able to attend meetings may submit their problems or questions to either the Chair or Co-Chair team on their behalf via email. The responses to their concerns/questions will be posted in the minutes.

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## Meetings:

- Meets quarterly (4 times per year) on the 1st Tuesday and Wednesday of February, May, August, and November in different counties throughout the state to promote participation from all state and county offices.
- Each county hosting a FVSN meeting will be responsible for providing a meeting place and for inviting special regional guest speakers. The hosting county is strongly encouraged to spotlight efforts in their area to enhance victim safety and offender accountability.
- Sub-committee meetings will be held on the second day of the FVSN meeting dates. Additional sub-committee meetings may be scheduled as needed.
- Minutes are taken at each meeting and distributed to all state and county community corrections agencies, OACCD, and all guests.

## Decisions:

- Decisions shall be made by FVSN membership consensus.

## COMMITTEE OFFICERS:

NAME	POSITION	COUNTY	TELEPHONE
Dominic Del Bosque	Chair	Washington	503.846.3401
Beth Zuber	Co-Chair	Lane	503.682.3049
Gretchen Pacheco	Secretary	Clackamas	503.665.8728
Denise Pena	OACCD Liaison	Multnomah	503.988.4793

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