

**TITLE 191  
LEGISLATIVE RULE  
FAMILY PROTECTION SERVICES BOARD**

**SERIES 3  
PERPETRATOR INTERVENTION PROGRAMS LICENSURE**

**§191-3-1. General.**

1.1. Scope -- This rule establishes general standards and procedures for the licensure of perpetrator intervention programs as specified in W. Va. Code §§48-26-401 (a) and 48-26-404. The West Virginia Code is available in public libraries and on the Legislature's web page at <http://www.legis.state.wv.us/>.

1.2. Authority -- W. Va. Code §§48-26-401 and 48-26-404.

1.3. Filing Date -- June 23, 2003.

1.3. Effective Date -- August 11, 2003.

**§191-3-2. Definitions.**

2.1. "Educator/Facilitator" means an individual who meets the minimum requirements outlined in Section 3.3. of this rule and who directly facilitates regularly scheduled classes for perpetrators of domestic violence.

2.2. "Power and Control" means the primary cause that gives rise to the occurrence of domestic violence and family violence. Factors such as alcohol, poverty, unemployment, stress, and substance abuse are conditions that contribute to the incidents of domestic violence and family violence but are not themselves the cause of domestic and family violence.

**§191-3-3. Licensing Standards for Perpetrator Intervention Programs.**

3.1. Perpetrator intervention program requirements

3.1.a. A perpetrator intervention program shall have a written statement of purpose specifying program orientation. The statement should identify the types of services

provided and the individuals to be served. The statement of purpose shall be available to the public on request.

3.1.b. A perpetrator intervention program shall ensure that all purchase of client service agreements are in writing. Those agreements shall contain all terms and conditions required to define the individuals to be served, the services to be provided, the procedures for payment and the payment amount.

3.1.c. A perpetrator intervention program shall maintain copies of all leases into which it has entered. These leases shall state the location of the property involved, the monthly or annual rent, and the ownership of the property, the useable square footage and the term of the lease.

3.1.d. A perpetrator intervention program shall have a written description of its referral process, admission policies, exit interview process, and follow-up procedures.

3.1.e. A perpetrator intervention program shall employ staff or utilize volunteers to cover the following areas: administration and supervision of the program; program direction to provide overall development; coordination of personnel; volunteer activities; case supervision; direct services; record keeping; and community education activities.

3.1.f. A perpetrator intervention program shall make available and display the address and telephone number of the Domestic Violence Services Complaint Toll Free Number at all locations.

3.2. Board of Directors.

3.2.a. A perpetrator intervention

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program shall be governed by a board of directors which shall be responsible for and have authority over the policies and activities of the program, and which is broadly representative of the community served.

3.2.b. The board of directors shall adopt, and review on a bi-annual basis, written by-laws and policies that define the powers and duties of the governing body, its committees, the executive director(s), and advisory group, where one exists. Copies of the articles of incorporation and the by-laws shall be maintained by the board of directors.

3.2.c. The board of directors is responsible for ensuring the program's continual compliance and conformity with:

3.2.c.1. Provisions of the program's charter;

3.2.c.2. All federal, state and local laws, rules and regulations governing the operation of the program; and

3.2.c.3. Terms of all leases, contracts, or other legal agreements to which the program is a party.

3.2.d. The board of directors will require the program director to submit a written programmatic and financial report at each board meeting.

3.2.e. Every member of the board of directors shall disclose in writing any financial transactions with the program in which any member of the board or her or his immediate family is involved. The board of directors must approve any contract or transaction of disclosure where financial interests of this nature have been made.

3.2.f. The board of directors shall designate an individual(s) to act as program director and shall delegate necessary authority to such individual(s) manage the affairs of the program effectively.

3.2.g. The board of directors shall meet at a minimum on a quarterly basis and shall keep

written minutes of all meetings, including attendance and whether or not a quorum was present.

3.2.h. The board of directors shall maintain a current listing of its members, including the name, the position, and the term of membership (if applicable) for each member.

3.2.i. The board of directors shall establish internal operating procedures, including by-laws and meeting dates.

3.2.j. The board of directors shall ensure that the program is adequately funded and fiscally sound. To this end, the board of directors is responsible for the following:

3.2.j.1. Assessing the adequacy of operating funds for at least six months into the future, i.e., reserves, guarantee of loans or other funds and fees, and developing a fund-raising strategy when necessary;

3.2.j.2. Reviewing and approving the program's annual budget;

3.2.j.3. Providing for an annual audit of all accounts by an independent certified public accountant who is neither an employee of the program nor a member of the board of directors;

3.2.j.4. Monitoring disbursement of all funds on a quarterly basis to assure that they are made in accordance with the program's objectives as specified by the board of directors;

3.2.j.5. Assuring that the program maintains liability insurance and bond for volunteers and members of the board of directors;

3.2.j.6. Providing, at its own expense, a financial bond for all individuals delegated the authority to sign checks or manage funds. The bond shall assure the full operation of the perpetrator intervention program for a period of thirty (30) days should those individuals misappropriate or mismanage the program's funds or assets or engage in any illegal act which results in the loss of funds or

assets.

3.2.k. The program's board of directors shall adopt and monitor implementation of written personnel policies that shall, at a minimum:

3.2.k.1. Pertain to all paid staff;

3.2.k.2. Include requirements for recruitment efforts, equal employment opportunity, selection procedures, orientation, on-going staff development and training, and termination of employment;

3.2.k.3. List, in definitive terms, all benefits that are available to staff and volunteers, including specifics of any insurance program;

3.2.k.4. Specify eligibility for vacation, personal leave and adjusted work week, yearly carry-over and accumulation, approval procedures, and payment upon termination;

3.2.k.5. Specify actions that will be taken by the agency if an employee fails to comply with employee policies, including written notification of the nature of misconduct or poor performance, the discipline being taken, the effective date of the discipline, future consequences for reoccurrence, and appeal rights. The policy shall allow the employee the opportunity to respond to the charges of misconduct or poor performance before a disciplinary decision is made;

3.2.k.6. Specify grievance procedures for the employees, including grievable issues, steps of appeal, required time frames and who has the authority for resolution;

3.2.k.7. Delineate the lines of authority within the agency, and outline the authority of the supervisor(s) regarding personnel activities such as promotion, discipline, leave approval, performance evaluations, grievances, assignment of work and training;

3.2.k.8. Include job descriptions

and position qualifications for each position within the program;

3.2.k.9. Require that all staff, including administrative and supervisory staff, receive performance evaluations at least on an annual basis. The evaluations must be signed by both the employee and the supervisor;

3.2.k.10. Set forth, in written form, rules of conduct which include such topics as appropriate attire, work hours, confidentiality, insubordination, misuse of authority or equipment, absences without leave and falsification of records;

3.2.k.11. Require that individuals providing professional or therapeutic counseling, and/or professional social work have appropriate credentials and are licensed when applicable.

### 3.3. Staff Qualifications

3.3.a. Educators/facilitators shall have a minimum of 30 hours of training approved by the Board, including, but not be limited to, the following:

3.3.a.1. The dynamics of domestic violence within the context of power and control;

3.3.a.2. The effects of domestic violence on victims and their children and the critical nature of victim contacts and safety planning;

3.3.a.3. The understanding that domestic violence is deeply rooted in historical attitudes toward women and is intergenerational;

3.3.a.4. Lethality assessment for risks of homicide, suicide, further domestic violence, or other violent aggressive behaviors, and the access to or use of weapons.

3.3.a.5. Information on state and federal laws pertaining to domestic violence, including the policies affecting treatment of court-ordered program participants, child abuse, divorce and custody matters;

3.3.a.6. The role of the facilitator within the group and in the context of a coordinated community response to domestic violence;

3.3.a.7. Teaching non-controlling alternatives to violent and controlling behaviors, and understanding and preventing collusion.

3.3.a.8. Dynamics involved in interpersonal relationships and knowledge of human behavior and development.

3.3.b. Educators/facilitators shall have at a minimum a high school diploma or G.E.D.

3.3.c. Educators/facilitators shall receive on an annual basis a minimum of 3 hours of continuing education or training approved by the Board. The training shall include, but not be limited to, the following:

3.3.c.1. Domestic violence and substance abuse.

3.3.c.2. Domestic violence and the law;

3.3.c.3. Other issues which pertain to domestic violence.

3.3.c.3. Cultural sensitivity;

3.3.c.5. Group process and facilitation skills training.

3.4. Staff Evaluation - A perpetrator intervention program's personnel policies shall require all staff, including administrative and supervisory staff, to receive performance evaluations on an annual basis. The evaluation shall be conducted by the program. The evaluation must be discussed with the staff person and become a part of the staff person's permanent personnel record. Perpetrator intervention program policies shall require the staff person to receive a written copy of the evaluation and to sign the evaluation to demonstrate agreement or disagreement with the results of the evaluation. Policies shall assure that any written response from the staff person is included in the permanent personnel file.

3.5. Intake - Criteria concerning a perpetrator's appropriateness for the program.

3.5.a. A perpetrator shall be admitted to a perpetrator intervention program if ordered by a court or voluntarily enrolled in the program, and is assessed by the program to be eligible for participation in the program. An assessment shall be performed to:

3.5.a.1. Identify individuals who would benefit from concurrent mental health or substance abuse treatment programs.

3.5.a.2. Screen out those individuals from the program who have substance abuse problems or other impairments which make them unable to participate in the group intervention even with concurrent or preliminary treatment of those problems;

3.5.a.3. Screen out those individuals from the program who may be dangerous or have severe mental illness and would not benefit from the program.

3.5.b. Upon admittance to a perpetrator intervention program, the program educator/facilitator shall complete a perpetrator intake form. The information shall be collected from the perpetrator and from independent sources such as, but not limited to, police reports and court records.

3.5.c. A perpetrator intervention program shall have a contract outlining the responsibilities of the perpetrator and the educator/facilitator. The terms of the contract will be agreed to and signed by the perpetrator and the authorized program representative.

3.6. Contact with Victims

3.6.a. Contact with victims shall come from a licensed family protection program and all information for contacting the victim shall remain with a licensed family protection program, unless expressly provided otherwise by written agreement between the licensed perpetrator intervention program and the licensed family protection program.

3.6.b. Educator/facilitators of a licensed perpetrator intervention program will consult with local licensed family protection programs to determine the appropriateness and logistics of contacting the victim and/or partner of the perpetrator. Victims and/or partners will be contacted by either the educator/facilitator, a designated perpetrator intervention program staff member, or staff from a local licensed family protection program. Victims and/or partners should be contacted at a time and in a fashion that gives primary emphasis to their safety.

3.6.c. In the event the contact of the victim and/or partner is done by the perpetrator intervention program staff, they shall provide written information to the family protection program, including the date and contact information.

3.6.d. Victim and/or partner contact procedures must also include informing the perpetrator's victim and/or partner of class commencement and termination dates, and a duty to warn the victim and/or partner of any imminent danger from the perpetrator. Victims and/or partners will also receive written materials about the perpetrator's class, detailing the limitations of the class's effectiveness, the fact that the class is not intended to salvage relationships, and the necessity for victims to maintain a safety plan.

### 3.7. Client Records and Service Plans

3.7.a. A perpetrator intervention program shall maintain a written record for each individual who receives services from the program. The service plan or contract shall be developed by program staff with the active participation of the client and must be completed prior to the provision of services.

3.7.b. Individual client records shall include service data from the time of initial contact until the time services are concluded.

3.7.c. Individual client case records maintained by a perpetrator intervention program shall contain an application form,

which includes identifying data, eligibility factors pursuant to section 3.5., rights and responsibilities, participant/client signature and authorized staff signature.

3.7.d. A perpetrator intervention program shall maintain, if possible, a copy of protective orders issued against a perpetrator enrolled in the perpetrator intervention program.

### 3.8. Confidentiality

Every perpetrator intervention programs shall have a written policy regarding disclosure of information to the individual or individuals named in any protective order which ordered the perpetrator to the program. There shall be a written agreement between the perpetrator and the program providing for disclosure of information to the victim and a waiver of confidentiality. The disclosure agreement shall be signed by the perpetrator.

### 3.9. Reports

The perpetrator intervention program shall provide a monthly report to a licensed family protection program. This report shall contain the perpetrator's attendance record and compliance with program rules. If the perpetrator's participation is court ordered, this report shall also be forwarded to the perpetrator's probation officer, parole officer, the courts and/or state and local law enforcement agencies.

### 3.10. Perpetrator Intervention Classes

3.10.a. A perpetrator intervention class shall last for a period of at least thirty-two weeks and will include, but not be limited to, the following topics:

3.10.a.1. A model that depicts an overall system of physical and sexual abuse where the perpetrator uses methods and tactics of power and control over a victim.

3.10.a.2. The nature and effects of domestic violence;

3.10.a.3. The work that is necessary

to bring about changes in the attitudes and beliefs that promote domestic and family violence.

3.10.a.4. The necessity for the maintenance of non-abusive behavior which includes learning non-violent conflict resolution, non-aggressive communication, and maintaining positive, healthy partnerships;

3.10.a.5. The importance of community services which allows perpetrators to give something of themselves back to the community and contribute to changing the climate that condones domestic and family violence;

3.10.a.6. Information about state and federal law and practice regarding domestic violence and legal/social consequences for perpetrators of domestic violence.

3.10.b. After the completion of a perpetrator intervention program, a report shall be made to the referral source to be used in determining whether or not to release the perpetrator from the intervention class. This process may be repeated as necessary.

3.10.c. Perpetrators shall pay a fee for the perpetrator intervention classes, unless waived by the program. The fee scale shall be determined by the perpetrator intervention program.

3.10.d. Educator/facilitators of perpetrator intervention programs shall utilize a group education format with a staff ratio at a minimum of one (1) educator/facilitator per twelve (12) perpetrators.

3.11. Interagency Cooperation.

A perpetrator intervention program shall initiate a written memorandum of understanding with a licensed family protection program on an annual basis. The memorandum of understanding shall be agreed upon and signed by both parties and a copy shall be sent to the Board. The memorandum of understanding shall include, but not be limited to the following:

3.11.a. Identification of liaison persons involved in the meeting to develop the memorandum of understanding;

3.11.b. Description of the formal process for exchanging information between agencies including safeguards for protecting victim safety;

3.11.c. Description of the perpetrator intervention program's formal process of sending of monthly reports to the licensed family protection program;

3.11.d. Description of coordination, if any, of service plans;

3.11.e. Description of the process and timetables for the annual perpetrator intervention program evaluation, required under subsection 12 of this rule, to include: who will be involved, where will it be held, who will coordinate the evaluation, who will write the evaluation report and who will sign the evaluation report.

3.11.f. Procedures for amending or evaluating the memorandum of understanding.

3.12. Perpetrator Intervention Program Evaluation

By October 31 of each year, a perpetrator intervention program shall complete and submit to the Board an annual evaluation. The evaluation will include but not be limited to the following:

3.12.a. Attendance records of perpetrator(s) including reason(s) for repeated absences;

3.12.b. Number of individuals served;

3.12.c. Number of perpetrator intervention classes provided.