

DEPARTMENT OF DEVELOPMENTAL SERVICES

FORENSIC SERVICES FORENSIC NOTIFICATION FORM Purpose & Procedures REV/ 6-2020

Purpose

Occasionally, people with intellectual disability, who are either served by DDS, or presumed to have intellectual disability by other agencies, become involved with the Criminal Justice System. These individuals become known to DDS by case managers and through referrals by DMHAS Court Diagnostic Clinics, DOC Correctional Facilities, Social Workers in the Criminal Justice System, and DMHAS Jail Diversion staff located in Superior Courts.

To facilitate the flow of information from these agencies, DDS Forensic Services has developed a notification system that has been implemented in each region. This notification system is facilitated by Case Managers, Regional Forensic Liaisons, the DDS Forensic Coordinator, and the Division of Legal and Government Affairs. It is the goal of this notification system to achieve the following outcomes:

1. provide DDS Regions and Central Office with the appropriate information involving DDS individuals who become involved in the Criminal Justice System;
2. provide assistance and interventions for case managers and regional staff when interacting with the Criminal Justice System during emergencies relating to requests or demands from courts and other agencies;
3. provide consistent and accurate information that is required to facilitate the Forensic Review Process;
4. facilitate outside inquiries relating to DDS individuals or presumed DDS individuals during criminal justice proceedings, and to provide timely responses relating to those inquiries which could affect the department's role or perceived role in court.

Procedures

- a. Case managers complete the Forensic Notification Form when a person on their caseload becomes involved with the criminal justice system and thereafter provide updates. A record review must be conducted to determine if the individual is, or has been civilly committed to DDS by the Probate Court as a result of an application for an involuntary placement. In the event that the individual is committed to DDS, copies of the commitment paperwork must be submitted with the Forensic Notification Form.
- b. After completing and signing the Forensic Notification Form, case managers will forward a copy of the completed form to their supervisor. The supervisor will review the information, date and sign the form and retain a copy for their records. The case management supervisor will then forward a copy of the completed form to the Regional Forensic Liaison and case manager.
- c. The Regional Forensic Liaison will review the information provided on the form. The Liaison responds based on the information and provides instructions or comments on how to proceed with the case. The Liaison will sign the form and forward the completed form with instructions to the case manager, supervisor and any other regional staff needing to be informed of the case activity. Finally, the Regional Liaison (NR Dr. Rachel Duzant, SR Dr. Dawne Recinos, WR Dr. Brooke Lloyd) will fax the form to the DDS Forensic Coordinator Attorney Gerald Gore and include any request for interventions that are needed.
- d. Occasionally situations happen much faster than the notification process could possibly facilitate. When these situations present themselves, a telephone call to the Regional Forensic Liaison, the DDS Forensic Coordinator Attorney Gerald Gore or Division of Legal and Governmental Affairs Paralegal Donna Patrick at Central Office can start the process with instructions and provision of support to help stabilize the situation ASAP. This support can be in the form of calls to court staff, or court visits if possible to communicate with staff from the court, or any other agency involved. The Forensic Notification Form can be processed using the above protocol. In the event of a situation of this kind, a list of contacts is included with this Purpose & Procedure outline.

DDS Forensic Contacts:

Regional Forensic Liaisons

Dawne Recinos, Psy.D. DDS South Region 203-294-5134 dawne.recinos@ct.gov

Rachel Duzant, Psy.D. DDS North Region. 860-263-2474 rachel.duzant@ct.gov

Brooke Lloyd, Psy.D. DDS West Region. 203-805-7415 brooke.lloyd@ct.gov

**Central Office Division of Legal and Governmental Affairs Division/ Forensic Services
contact information:**

**Gerald B. Gore, Staff Attorney
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Donna Patrick, Paralegal 860-418-6085

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E-mail donna.patrick@ct.gov

***Attorney Gerald Gore should be notified **prior** to attempting to contact either: Attorney M.J. McCarthy, Attorney Marjorie Wakeman or Dr. Peter Tolisano**

Dr. Peter Tolisano, Director of Psychological Services, 860-418-6086

Attorney M. J. McCarthy, Director Legal & Gov't Affairs 860-418-6170

Attorney Marjorie Wakeman, Assistant Director Legal & Gov't Affairs 860-418-6059