

# Terms of Reference

## Interagency Case Assessment Team

### Purpose

Interagency Case Assessment Teams (ICATs) engage in a multidisciplinary approach to provide enhanced risk management and support to victims/survivors and proactive interventions for perpetrators. Members of the ICAT are expected to participate and navigate the day-to-day operational procedures of an ICAT.

### Responsibilities

To follow policies, procedures, and protocols for a functional operation of the local ICAT process. Orientation will be provided to new agencies and individuals in order for them to participate in the intimate partner violence risk assessment and safety planning process.

It is key to promote awareness and acceptance of the concept of risk assessment and safety planning through:

- ◆ Research, models, and frameworks of assessing risk in IPV situations and a local model that works for the culture of the ICAT.
- ◆ Create a protocol agreement that enables agencies to share information appropriately and within boundaries of legislation.
- ◆ Identify IPV cases that would most benefit from the attention of the ICAT.

### Role of ICAT Members

The role of the individual members of the ICAT are to encourage information sharing and maintain awareness of safety planning, risk assessment, its principles, and practices by:

- ◆ Acting as a liaison and raising awareness of the ICAT with their agency and community.
- ◆ Being committed to the philosophy that IPV is a serious and complex crime that requires a coordinated response, and that intimate partner violence is preventable.
- ◆ Identifying trends, risk factors, and patterns from the cases reviewed to make effective recommendations for future intervention and prevention strategies.

### Role of the Co-Chairs (Police and CBVS or Community)

The ICAT co-chair must be a police officer and the other co-chair should be from a community-based anti-violence agency (e.g., CBVS). The balance of a police officer and an anti-violence agency in co-chair roles provides strong representation and support for both the survivor and perpetrator. The role of the co-chairs is to:

- ◆ Chair and facilitate decision-making processes at regular ICAT meetings.
- ◆ Set time, date, and location of meetings.

- ◆ Prepare agenda for each ICAT meeting, whether it is a regularly scheduled or an emergency ICAT meeting.
- ◆ Delegate duties such as taking minutes of meetings, producing documents, and generating correspondence.

### **Decision Making**

A commitment to consensus when making decisions is important to the culture of the partnership. However, should arriving at consensus be impossible after concerted effort, a vote will be taken.

If a vote cannot resolve the issue, the co-chairs of the ICAT will together determine the outcome.

### **Meetings**

Meetings will be held once a month or as needed when a file review or assessment is required. The agenda will indicate the meeting time and location.