

CONTENTS

		Page
Chapter 1	Introduction	1 - 8
	➤ Definition of Intimate Partner Violence	
	➤ Identification of Intimate Partner Violence	
	➤ Risk Assessment	
	➤ Guidelines for Good Practice	
Chapter 2	Multi-disciplinary Collaboration in Handling Intimate Partner Violence Cases	9 - 17
	➤ Needs of Persons Involved in Intimate Partner Violence	
	➤ Case Management Approach	
	➤ Multi-disciplinary Case Conference	
	➤ Central Information System on Spouse / Cohabitant Battering Cases and Sexual Violence Cases	
	➤ Procedures for Handling Intimate Partner Violence Cases	
Chapter 3	Social Welfare Service Units	18 - 40
	➤ Source of Referrals	
	➤ Family and Child Protective Services Units	
	➤ Integrated Family Service Centres of Social Welfare Department	
	➤ Integrated Family Service Centres / Integrated Services Centres of Non-Governmental Organisations (also applicable to other welfare units providing casework service)	
	➤ Medical Social Services Units	
	➤ Refuge Centres for Women	
	➤ CEASE Crisis Centre	
	➤ Family Crisis Support Centre	
	➤ Victim Support Programme For Victims of Family Violence – Po Leung Kuk Tsui Lam Centre	
	➤ Clinical Psychological Service	

	Page
➤ School Social Work Service	
➤ Service for Batterers	
Chapter 4 Hospital Authority / Department of Health	41 – 44
➤ Source of Referrals	
➤ Diagnose and Treat Injuries	
➤ Evaluate Emotional Status	
➤ Develop Discharge / Follow-up Plan	
➤ Discharge Instructions	
➤ Documentation	
Chapter 5 Hong Kong Police Force	45 - 51
➤ Definition of Domestic Violence	
➤ Role and Responsibilities of Police Officers Attending Scene of Domestic Violence	
➤ Action by Officers at the Scene of Domestic Violence	
➤ Domestic Violence Incident Notice	
➤ Family Support Service Information Card	
➤ Refuge Centres for Women	
➤ Assistance for Men	
➤ Counselling Hotlines	
➤ Referrals With Consent	
➤ Referrals Without Consent	
➤ Data Input Form	
➤ Follow-up Visits by Police	
➤ Legal Aid Department	
➤ Injunction Order under Domestic and Cohabitation Relationships Violence Ordinance	
➤ References	
Chapter 6 Legal Aid Department	52 - 53
➤ Application for Legal Aid	

	Page
<ul style="list-style-type: none"> ➤ General Principles ➤ Processing Procedures ➤ Withdrawal of Application or Discontinuation of Proceedings by Victims of Intimate Partner Violence 	
Chapter 7	54 - 59
Department of Justice <ul style="list-style-type: none"> ➤ General Principles ➤ Sufficiency of Evidence ➤ When the Witness Wishes to Withdraw ➤ Compelling a Victim to Attend Court ➤ Bail ➤ Charging Practice ➤ Binding Over ➤ Offence against Public Justice ➤ Avoidance of Delay ➤ If the Victim Wants to Withdraw ➤ Relevant Ordinances on Intimate Partner Violence Cases 	
Chapter 8	60 – 61
Schools <ul style="list-style-type: none"> ➤ Referral for Services 	
Chapter 9	62 – 63
Housing Department <ul style="list-style-type: none"> ➤ Referral for Services 	
Chapter 10	64
Other Organisations <ul style="list-style-type: none"> ➤ Referral for Services 	

Appendices

Appendix I	Identification of Intimate Partner Violence
Appendix II	Risk Factors on Child Abuse and Spouse Battering
Appendix III	Assessment of Victim's Situation
Appendix IV	Introductory Remarks in Relation to Personal Data (Privacy) Ordinance, Cap 486 by the Convenor of Multi-disciplinary Case Conference (MDCC)
Appendix V	Data Input Form of Central Information System on Spouse / Cohabitant Battering Cases and Sexual Violence Cases
Appendix VI	Referral to Social Welfare Department for Family and Child Protective Services by the Police (Memo)
Appendix VII	2nd Reply Memo to the Police by SWD
Appendix VIII	Reply Letter to the Police by NGO
Appendix IX	Flowchart on Collaboration between Social Service Unit and Domestic Violence Unit of Police
Appendix X	Workflow for Handling Intimate Partner Violence Cases (FCPSUs / IFSCs / ISCs)
Appendix XI	Referral of Spouse / Cohabitant Battering Case by NGO
Appendix XII	Acknowledgement of Referral of Spouse / Cohabitant Battering Case by the Family and Child Protective Services Units
Appendix XIII	Considerations for Referral to Clinical Psychologists (Specific to Domestic Violence Cases)
Appendix XIV – (A)	Consent Form for Referral for Counselling Service (for Medical Social Services Unit)
Appendix XIV – (B)	Referral of Spouse / Cohabitant Battering Case by Medical Social Services Unit (Memo)
Appendix XIV – (C)	Referral of Spouse / Cohabitant Battering Case by Medical Social Services Unit (Letter)
Appendix XIV – (D)	Social Welfare Department / Hospital Authority Medical Social Services Unit - Notification of Casework Follow-up Service
Appendix XV	Information Briefs on Refuge Centres for Women

Appendix XVI	Information Brief on CEASE Crisis Centre
Appendix XVII	Information Brief on Family Crisis Support Centre
Appendix XVIII	Information Brief on Po Leung Kuk Tsui Lam Centre
Appendix XIX	Contact List of Relevant Government Departments / Organisations / Service Units Providing Services for Victims of Spouse / Cohabitant Battering and their Family Members
Appendix XX	Domestic Violence Incident Notice (Pol. 1130a)
Appendix XXI –(A)	Family Support Service Information Card (Pol. 1130c)
Appendix XXI –(B)	Consent for Referral (Pol. 1130b)
Appendix XXII	Referral to Refuge Centre for Women / Hostel for Temporary Accommodation Service by the Police (Letter)
Appendix XXIII	Flowchart on Handling Domestic Violence Incident (Police)
Appendix XXIV	Guidelines on Urgent Applications of Legal Aid by Victims of Intimate Partner Violence
Appendix XXV	Fact Sheet - Information on Urgent Applications (Family Litigation Section, Legal Aid Department)
Appendix XXVI	Relevant Ordinances

List of Abbreviations

AC	Action Checklist
A&E	Accident and Emergency Department
AVP	Anti-violence Programme
BIP	Batterer Intervention Programme
CIS	Client Information System
CPR	Child Protection Registry
DCRVO	Domestic and Cohabitation Relationships Violence Ordinance
DIF	Data Input Form
DO	Duty Officer
DV	Domestic Violence
DVU	Domestic Violence Unit
ECDVD	Enhanced Central Domestic Violence Database
EMO	Estate Management Offices
ERQ	Emergency Referral Questionnaire
FCPSU	Family and Child Protective Services Unit
FCSC	Family Crisis Support Centre
HA	Hospital Authority
HD	Housing Department
HKCSS	Hong Kong Council of Social Service
IFSC	Integrated Family Service Centre
IPV	Intimate Partner Violence
ISC	Integrated Services Centre
LAD	Legal Aid Department
LWB	Labour and Welfare Bureau
MDCC	Multi-disciplinary Case Conference
MIP	Mentally Incapacitated Person
MSSU	Medical Social Services Unit
MSW	Medical Social Worker
NGO	Non-governmental Organisation
OC case	Officer-in-charge of the case
Oi/c	Officer-in-charge
PD(P)O	Personal Data (Privacy) Ordinance
PFO	Police Force Ordinance
PO	Probation Office
PRH	Public Rental Housing
SWD	Social Welfare Department
UB	Uniform Branch
VSP	Victim Support Programme