

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Victim/Witness Assistance Policy		CHAPTER/SECTION NO.: 41.4	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>**See Master File Sheriff</u>	
STANDARD NUMBER: 55.1.3			

41.4 Policy

- 41.4.1 It is the policy of this office for all employees to utilize a problem solving approach in the provision of assistance to victims and witnesses of crime and disorder. Employees will cooperate with other community agencies in the identification and provision of services to meet the specific needs of any victim or witness.
- 41.4.2 The office will ensure the confidentiality of records and files of victims/witnesses and their role in case development to the extent consistent with applicable law.
- 41.4.3 We will periodically, as the need indicates, inform the public and media about this agency's Domestic Violence Advocate Program services. **A Victim/Witness assistance program for all crimes including domestic violence is operated and coordinated by and through the Weber County Attorney's Office.**
- 41.4.4 Liaison
 - A. For the purpose of ensuring that agency referrals of victims to outside agencies are based on accurate and up-to-date information and to maintain an ongoing channel of communication, the victim advocate must maintain liaison with other governmental and non-governmental agencies and organizations concerned with victim needs and rights.

41.4.5 Advocate Call Out Procedures

- A. An advocate will be called out after assigned officers/deputies have stabilized the violence and the offender has been removed from the scene.
- B. An advocate will be contacted through dispatch when one of the following emergent circumstances occur:
 - 1. Visible evidence of violence, bruises, red marks
 - 2. When a weapon was used in the assault
 - 3. When the officer deems it necessary
- C. Whenever a domestic violence arrest is made regardless of offense or degree, including violation of a protective order, the victim will be offered the services of an advocate.
 - 1. If the victim chooses to use the advocate service, the officer shall notify dispatch and the advocate will be requested.
 - 2. If the victim chooses not to use the advocate service, the officer shall advise the victim of available resources and shelter services.
 - 3. If the victim does not request advocate services, the officer should make a note of this in the report.
- D. If the officer is still on the scene upon the arrival of the advocate response team, the officer will brief the advocate on what occurred and provide the agency incident number and offender information.
- E. Advocates can meet with a victim at the responding police agency, but will not go to the victims home in the following circumstances:
 - 1. If the incident occurred at a known gang members home.

2. If the offender has not been removed from the scene i.e lack of probable cause for arrest.
- F. In all instances the advocate must assess the circumstances of the incident regarding immediate safety issues for the advocate and the victim. Advocates may request the continued presence of officers if such request is reasonably necessary and/or may elect to confer with victims by phone or at a safe alternate location; or may meet with the victim by appointment.
 - G. In order to track advocate teams, volunteer and staff advocates will be dispatched by WACDC.
 - H. An advocate will not be contacted in the following circumstances:
 1. Minor verbal abuse cases (name calling etc.)
 2. Non-violent domestic disputes resolved by parties at the scene.
 3. Neighborhood disputes.
 4. If the victim is intoxicated, route the paper work/information to the Program Coordinator by phone or FAX. The on-call advocate will initiate a follow-up with the victim as needed or requested.
 - I. For Shelter Services, YCC is available 24 hours a day upon approval through the YCC staff social worker.