

# Peoria Police Department Policy and Procedure Manual

## Policy 5.08 Victim Witness Assistance



**“Our Community...  
Our Commitment”**

### I. POLICY

It is the policy of the Department to ensure that victims of crime are afforded the needed emotional support and referrals to minimize the effects of victimization, and that witnesses to crime receive professional handling consistent with their important investigative and prosecutory roles.

### II. DEFINITION

A. Criminal Offense: Conduct that gives a peace officer or prosecutor probable cause to believe that a felony or that a misdemeanor has occurred involving physical injury, the threat of physical injury, or a sexual offense. As such, victims' rights would apply to any individual victim of any felony, or individual victims of misdemeanors fitting this description. Although not all-inclusive, listed below are the most common noticeable offenses:

1. Assault: Involves Domestic Violence (DV) and non-DV related offenses.
2. Child Abuse/Neglect: Involves abuse/neglect which is much less severe than felony abuse.
3. Interfering with Judicial Proceedings/ Violations of a Court Order.
4. Threatening/Intimidating: Involves threatening/intimidating someone with physical harm or property damage.
5. Endangerment.
6. Indecent Exposure/Public Sexual Indecency.
7. Unlawful Imprisonment.
8. Offenses classified as Domestic Violence related: Involves Criminal Damage, Custodial Interference, Trespass and Disorderly Conduct. In a mutual DV arrest (both parties), neither party is eligible for victim rights.
9. Endangerment
10. Aggravated Assault
11. Custodial Interference
12. Access Interference
13. Unlawful imprisonment
14. Indecent Exposure
15. Public Sexual Indecency
16. Obstructing Governmental Operations
17. Resisting arrest
18. Disorderly Conduct: Fighting, Offensive Language or Gestures, Recklessly Handling, Displaying or

Discharging a Firearm. Only in cases where an individual victim is involved.

19. Phone threats or obscene calls
20. Harassment
21. Discharge of a Firearm – individual victim
22. Child Delinquency/Dependency: this does not involve cases where children are used to shoplift.
23. Hit and Run with injuries
24. Reckless Driving-individual victim
25. Driving Under the Influence (DUI) – all felony cases, or misdemeanor DUI where the potential for injury existed or in the case of actual injury
26. Extreme DUI

B. Pre-Conviction Rights/Request Waiver (PCRRW): The multi-copy form provided by the Arizona Attorney General's Office of Victim Services which is provided by law enforcement agencies to victims of criminal offenses as defined in this section.

C. Report Information Brochure (RIB): The Peoria Police Department's tri-fold brochure that is provided to victims to explain the department's reporting process and referral numbers.

D. Victim: Arizona law defines a victim as the person against whom a criminal offense has been committed or, if the person is killed or incapacitated (as a result of the defendant's criminal act), the person's spouse, parent, child, sibling, grandparent, legal guardian or other lawful representative, except if the person is in custody for an offense or is the accused. Where the victim is killed/incapacitated, the assigned officer/detective shall make reasonable attempts to contact the lawful representative, as outlined in this paragraph, as soon as possible to notify of the incident and provide the PCRRW and RIB. In the case of mutual arrest, PCRRW forms should be issued to any persons listed as a victim, regardless of arrest/custody status. Although they can exercise no rights while in custody, some of these rights may be applicable at a later time.

### III. PROCEDURE

A. The Department's Victim/Witness Assistance Program was developed to establish guidelines for employees responding to calls for assistance, as well as to standardize the information that victims and witnesses need to receive concerning their rights under Arizona law. All employees shall adhere to the applicable guidelines set forth in this policy when dealing with a victim or witness. (55.1.3.a)

### B. Victim's Rights

1. Police Departments in Arizona have responsibilities under Arizona Revised Statutes (ARS) Title 13, Chapter 40, Crime Victims' Rights, and Title 8, Chapter 3, Article 7, Victims' Rights for Juvenile Offenses. Those responsibilities are:

a. ARS § 13-4405, § 13-4405.01, § 13-4406, § 8-386, and § 8-386.01. To provide victims with a multi-copy form that allows victims to request or waive rights, provides a means for victims to designate a lawful representative, and provides notice of specific information detailed in law. Additionally, to notify victims of arrest (including cite and release and warrant arrest) and initial appearance information; and to submit PCRRW forms to other agencies as required by law. The form shall be distributed as follows:

(1) White (Victim) Copy and Tear-out booklet to the victim.

(2) Green (Law Enforcement) Copy to stay with report for use in documenting subsequent notifications.

(3) Pink (Custodial) Copy to be submitted to the Custodial Agency. In cases where the Peoria City judge releases a subject, victim notification of release is documented on this copy by the Peoria Police Department personnel affecting the release.

(4) Purple (Prosecutor) Copy along with bottom Notification Copy to be routed to the appropriate prosecutorial agency.

(5) For further instructions on form distribution, refer to inside cover of the PCRRW booklet.

b. ARS § 13-4417. To establish a system for the receipt of victims' requests for notice.

c. ARS § 13-4429. On request of the victim, after consultation with the prosecutor, to return the victim's property to the victim, or to provide an explanation why it cannot be returned.

2. According to the Arizona Constitution, rights for crime victims are as follows: (55.1.1)

a. To be treated with fairness, respect, and dignity, and to be free from intimidation, harassment, or abuse throughout the criminal justice process.

b. To be informed, upon request, when the accused or convicted person is released from custody or has escaped.

c. To be present at, and upon request be informed of, all criminal proceedings where the defendant may be present.

d. To be heard at any proceeding involving a post-arrest release decision, a negotiated plea, or sentencing.

e. To refuse an interview, deposition, or other discovery request by the defendant, the defendant's attorney, or someone acting for the defendant.

f. To confer with the prosecution once charges are brought, before trial or before disposition of the case.

g. To read pre-sentence reports when they are available to the defendant.

h. To receive prompt restitution from those convicted.

i. To be heard at any proceeding when release from post-conviction confinement is considered.

j. To a speedy trial or disposition, and prompt and final conclusion of the case after conviction and sentence.

k. To have all rules governing criminal procedure, and the admissibility of evidence in all criminal proceedings protect victim's rights, and to have these rules be subject to amendment or repeal by the legislature to ensure the protection of these rights.

l. To be informed of victim's statutory rights: (55.2.5). Under Arizona statute and court rule, a crime victim has the right:

(1) To be notified, on request, of the date, time, and place of court hearings involving the defendant.

(2) To be notified, on request, of the defendant's release or escape from custody.

(3) On request, to have any property taken in evidence returned, or to be given an explanation for any refusal to return such property.

(4) To be informed of victim assistance and other available resources.

(5) To be present at all criminal proceedings at which the defendant has the right to be present.

(6) To be heard at any proceeding at which the defendant has the right to be heard.

(7) To be heard at any proceeding involving the defendant's release from custody.

(8) To be heard through an oral, written, or video/audio taped statement.

(9) To be given, on request, a copy of the conditions of the defendant's release from custody.

(10) To ask the court to revoke bond or release if there have been threats or harassment by, or on behalf of, the defendant.

(11) To be protected from unnecessary contact with the defendant, defendant's immediate family, and defense witnesses.

(12) To be told if a prosecutor decides NOT to proceed with a prosecution and to be given the reasons and, on request, to confer with the prosecutor before the decision is final.

(13) To be told the name, address, and phone number of the prosecutor's office handling the case.

(14) To have the defendant, or any agent of the defendant, make contact with the victim through the prosecutor's office.

(15) To refuse a defense interview and to set reasonable conditions for any such interview granted.

(16) To talk with the prosecutor before a change of plea, and be heard at any proceeding involving a plea agreement.

(17) To contest a negotiated plea if reasonable efforts were NOT made to notify the victim.

(18) To have medical expenses from securing evidence of a sexual assault or dangerous crime against children paid by the county where the crime occurred.

(19) To have the court order the defendant to pay restitution for the victim's economic losses directly related to the crime.

(20) To choose someone to exercise the victim's rights if they are unable to do so, and

(21) To recover damages from a governmental entity responsible for the intentional, knowingly, or grossly negligent violation of the victim's rights under the law.

3. All victims and witnesses are to be ensured that all information received shall remain confidential according to state and federal guidelines. (55.1.3.b)

4. Limited rights of a legal entity. A corporation, partnership, association or other legal entity is included in

the definition of victim and a lawful representative of same should be given a PCRRW, however legal entities are limited to the following rights:

a. The prosecutor shall, within a reasonable time after arrest, notify the legal entity of the right to appear and be heard at any proceeding relating to restitution or sentencing of the person convicted of committing the criminal offense against the legal entity.

b. The prosecutor shall notify the legal entity of the right to submit to the court a written statement containing information and opinions on restitution and sentencing in its case.

c. On request, the prosecutor shall notify the legal entity in a timely manner of the date, time and place of any proceeding relating to restitution or sentencing of the person convicted of committing the criminal offense against the legal entity.

d. A lawful representative of the legal entity shall have the right, if present, to be heard at any proceeding relating to the sentencing or restitution of the person convicted of committing the criminal offense against the legal entity.

#### C. Witness Rights (55.1.1) (55.2.2)

1. Although there are no specific laws regarding witness rights, the Peoria Police Department recognizes the contributions made by witnesses to the criminal justice system. As such, the Department recognizes these rights for witnesses:

a. To be treated with fairness, respect and dignity.

b. To be free from intimidation, harassment, or abuse throughout the criminal justice process.

2. Witnesses may experience many of the same emotions that a victim feels following a criminal act or traumatic event. It therefore may be necessary to provide the witness with similar information and referral. This information will be given by patrol officers or investigators during their initial investigation. Information may include, but is not limited to:

a. Giving the witness information about applicable services, e.g., counseling, access to the Department Chaplain, the Department's Victim Assistance Unit, etc. (55.2.3.a)

b. Advising the witness what to do in the event the suspect or the suspect's companions threaten or intimidate him or her, i.e., Order of Protection. (55.2.3.b)

c. Informing the witness of the IR number, and any subsequent steps in the processing of the case. (55.2.3.c)

d. Providing a telephone number that the witness may call to report any additional information about the case or to receive information about the status of the case. (55.2.3.d)

D. Emergency Orders of Protection: If the responding officer determines that the victim is in imminent danger, the victim's life/health is in jeopardy, or the suspect is in close proximity, an Emergency Order of Protection may be requested as follows:

1. The responding officer contacts the Maricopa County Sheriff's Office (MCSO) Communications personnel, who will connect the officer with the on-call judge.

2. The responding officer will brief the on-call judge on the reason(s) the Emergency Order of Protection is requested.

3. When the Order is granted, the officer will call MCSO Records at 602-256-1061/1071 and request an "EOP" Number to be placed at the top center of the Emergency Order of Protection.

4. The officer will then complete the Order, serve it on the plaintiff and the defendant. The plaintiff will receive the second copy, the defendant the third copy, and the original and fourth copy will be included in the case file that is forwarded to the Records Management Section.

5. The officer will call MCSO Records again to advise of the service of the Order on the plaintiff and/or the defendant.

6. If the defendant cannot be served during the officer's duty shift, the Order will be turned over to the Station Officer who will be responsible for processing it to the next shift. This process will continue until the morning of the next business day when the case file, including the Emergency Order, will be sent to Records Management for disposition. The original copy of the Emergency Order is the only copy that requires notarization.

#### E. Victim/Witness Assistance Program

1. Program Description: The Department's Victim/Witness Assistance Program functions as part of the Community Services Section, whose activities are administered and coordinated by the Community Services Supervisor. It is the responsibility of the Community Services Supervisor to ensure that the victim's/witness's needs, that are appropriate for the agency to fulfill, are met. Police employees responding to victim/witness calls have a responsibility to advise the victims/witnesses of the VA Program and the services it provides. (55.1.3.c) (55.1.3.a) (11.1.1)

2. Procedure: Victim/Witness Assistance Volunteers shall ride with patrol officers as available to address the needs of victims.

3. Types of Support: Assistance from a Victim/Witness Assistance Volunteer may be indicated, but is not limited to, the following types of crimes:

- a. Sex Crimes
- b. All Child Crimes
- c. Death Notifications
- d. Suicides
- e. Robbery
- f. Domestic Violence

g. Other crimes where the supervisor deems intervention/assistance is appropriate.

4. Authorization: Victim/Witness Assistance Volunteers shall not respond to the location of a crime unless their presence has been authorized by the officer on scene.

5. Scene Security: All areas, locations, and crime scenes shall be secured prior to the arrival of the Victim/Witness Assistance Volunteers.

6. Responding to Call-Outs: When responding to a call for service, Victim/Witness Assistance Volunteer shall:

a. Vehicle: When Victim Assistance deploys independent of a Patrol Officer, the designated Victim Assistance vehicle shall be utilized for response. If unavailable, the shift supervisor shall make arrangements for utilization of another vehicle or for an officer to transport them to the crime scene location.

b. Communication: Maintain reasonable amount of contact with the Communications Section to relay status, including clearing on the radio when arriving and departing from a scene.

c. Documentation: Maintain a written record of each response and provide a verbal or written report to their supervisor on activities, as allowed under ARS § 13-4430:

(1) Privilege: Unless the victim consents in writing to the disclosure, a crime victim advocate shall not disclose records, notes, documents, correspondence, reports or memoranda, except compensation or restitution information, that contain opinions, theories or other information made while advising, counseling or assisting the victim or that are based on the communication between the victim and the advocate.

(2) Exceptions: The communication is not privileged if the crime victim advocate knows that the victim will give or has given perjured testimony or if the communication contains exculpatory material.

d. Suspected Abuse: Report to the officer on scene any suspected abuse of a child or vulnerable adult, or any threat a person makes against himself or others.

#### 7. Victim/Witness Needs Review (55.1.2)

a. The Deputy Chief of Support shall ensure that a review is completed by the Community Services Supervisor at least every three (3) years to determine:

(1) The extent and major types of victimization that are occurring within the agency's area of responsibility.

(2) A listing of general information and service needs required for victims/witnesses, to include survivors of homicides/suicides.

(3) Victim/witness related community services available in the service area.

(4) Identification of all unfulfilled needs that are appropriate for the agency to provide.

b. Periodic contact with referral agencies shall be made to ensure the written/verbal information provided to victims/witnesses is accurate and all new programs/activities are included in the referrals. (55.1.3.d)

8. Victim Satisfaction Survey: In conjunction with the Peoria City Prosecutor's Victim Survey, information specific to the quality of service provided by the Peoria Police Department with respect to victim's rights shall be solicited. Survey results will be collected, evaluated, and disseminated as needed by the Community Services Section Supervisor. Victim Assistance Coordinator

9. The Community Services Section Supervisor shall ensure that all non-sworn employees who may come in contact with victims/witnesses are initially made aware about existing agency and community victim/witness assistance programs serving the public, either by verbal presentations or via written material such as policy, directives, or other agency documents. Subsequent training orientations shall be conducted at least once every two (2) years. (55.1.3.c)

a. Newly hired non-sworn personnel who may have contact with victims or witnesses will be provided this information at their orientation.

b. The Community Services Section Supervisor shall ensure all sworn personnel receive the appropriate level of training in victim/witness rights and

needs, and the Agency's role in meeting those needs. Refer to the Training policy for specifics on training for sworn employees.

c. The Community Services Section Supervisor shall ensure all non-sworn personnel, such as Police Services Officers, Communications Supervisors, Communications Specialists, and Records Management Personnel who are directly involved in agency victim/witness assistance efforts, receive initial training in victim/witness rights and needs, and the agency's role in meeting these needs.

d. Retraining for sworn and non-sworn personnel regarding the Department's victim/witness assistance efforts may be addressed through either verbal presentations or through written materials such as policy, directives, or training bulletins.

10. The Department shall publicize the existence of the Victim/Witness Program through written documentation such as flyers, brochures, or a newsletter. (55.1.3.c)

F. Notifications: Pursuant to ARS Arizona Revised Statutes, Title 13, Chapter 40; Title 8, Chapter 3, Article 7; and the Arizona Constitution, Department employees are responsible for notifying victims of crime, as defined in this chapter, in the following situations:

1. When the crime occurs. Officers/Detectives/Police Services Officer Assistants designated to complete a report shall notify the victim of their rights in the case. This shall be accomplished by providing the victim with the following:

a. The PCRRW Form: The Victims' Rights/Waiver form. Every effort shall be made to notify the victims and witnesses of their rights in accordance with Arizona law. Employees shall complete the form for each applicable offense (defined earlier in this chapter) for each identified victim, and shall explain the form and show them where the telephone numbers are located so the victim can contact the court where the initial appearance will be held, as well as numbers for referral services and/or the City or County Attorney's Office. (55.2.1.b) (55.1.3.d).

b. As soon after the detection of a criminal offense as the victim may be contacted without interfering with an investigation or arrest, the employee shall provide the victim or the victim's lawful representative with the "Victim Copy" (55.1.3.a) (55.2.1.a & b) (55.2.3.a). Per ARS § 13-4405, the PCRRW form:

(1) Allows the victim to request or waive applicable rights to which the victim is entitled, on request, under this article.

(2) Provides the victim a method to designate a lawful representative if the victim chooses

pursuant to section ARS § 13-4403, subsection A or section ARS § 13-4404.

(3) Provides notice to the victim of certain information, including their right to fair treatment, the availability of crisis intervention/compensation services, and resources for obtaining orders of protection.

c. The Report Information Brochure (RIB): Employees shall complete the brochure, explain how the current case will be handled in the reporting process as per the brochure, and leave the brochure with the victim. The RIB Report Information Brochure shall be provided to the victim for any type of crime where a report is taken, not only those for which a PCRRW form are required.

d. No Arrest: If no arrest has been made, inform the victim that they will be notified if the suspect is arrested and that, upon request, further information and notice of all proceedings will be provided to them.

e. Cite and Release: If the suspect is cited and released, provide the court date and how to obtain additional information about subsequent criminal proceedings.

f. Reports by Telephone: Victims reporting a criminal offense by telephone shall also receive the PCRRW form and RIB. The officer taking the telephone report shall complete a PCRRW form and RIB and attach the forms to the report to be forwarded to the Department's Records Management Section. The Records Clerk processing the report shall mail the RIB and the victim's copy of the PCRRW to the victim then file the remaining copies with the original IR.

g. Documenting Victim Services: Officers shall document, for CRIMES entry by Records Personnel, the number of PCRRW forms and RIBs issued in conjunction with each report. For each victim in the case, documentation shall be made on the face sheet to ensure an accurate count of forms issued.

h. Quality Control: To ensure PCRRW forms are issued in all appropriate situations, Patrol Supervisors shall verify the accuracy and presence of the remaining copies of the PCRRW when reviewing reports. When entering the report information into the CRIMES system, Records Personnel shall conduct a second verification of the presence of the PCRRW form. Where the report/folder indicates a form was issued and one is not attached to the report, Records Personnel shall return the report to the appropriate Bureau Lieutenant for follow up. To obtain an accurate count of the PCRRW and RIB forms issued, Records Personnel shall enter into CRIMES the number of each form issued, as indicated by the reporting officer on the face sheet.

2. Arrest: When an arrest is made:

a. In the victim’s presence at the time of the offense: The arresting employee shall notify the victim that an arrest is occurring. Documentation of the notification shall be made according to the notification process described in section 2 below.

b. After the contact with, and not in the presence of the victim: The arresting employee shall advise the victim of the arrest. Notifications shall be made according to the notification process described in section 2 below.

c. As a result of a warrant.

(1) Arrest made on a Peoria warrant by our agency: The arresting employee shall advise the victim of the arrest. Notifications shall be made according to the notification process described in section 2 below.

(2) Arrest made on a Peoria warrant by another agency: Upon notification of arrest from the arresting agency, Communications personnel shall create a call for service for a Patrol Officer or Police Services Officer to notify the victim based on the information in the Warrant file maintained in Communications. Notifications shall be made according to the notification process described in section 2 below.

(3) Maricopa County Sheriff’s Office (MCSO): When MCSO makes an arrest on a Peoria Warrant, they will notify Peoria via teletype of the arrest. In addition to Department procedures for documentation of notifications, employees responding to these teletypes shall also annotate whether or not contact was made on the MCSO Victim Notification Report and Fax the report to the MCSO. The teletype shall be forwarded to the Records Management Supervisor to be filed with the original IR.

(4) Arrest by our agency on another jurisdiction’s warrant: Communications personnel will contact the originating agency to notify of the arrest.

d. Upon Arrest: If an arrest has been made, notifications shall include the following:

(1) The next regularly scheduled time, place and date for initial appearances in the jurisdiction. Initial Appearance (IA) times for the respective Custodial Agencies and the respective booking deadlines for each time are as follows:

Custodial Agency	IA time	Booking Deadline
MCSO/ County Jail	Midnight	2200
	0300	0100
	0600	0400
	1000	0900
	1600	1500
	2100	1900
Glendale (weekend release)	0800	
Peoria Judge (weekday release)	0900-1200	

(2) That the victim has the right to be heard at the initial appearance.

(3) That the right to be heard may be exercised by the submission of a written statement to the court and advise how that statement is to be submitted.

(4) That further information and notice of all proceedings will be given upon request.

(5) Where, on the PCRRW, the victim can locate the appropriate custodial agency’s phone number. Due to docket size and other considerations, custodial agencies may not adhere to their regular IA schedule.

3. Upon release from custody.

a. When seen/released from custody by a Glendale Judge from Glendale City Jail, or when any facility releases a Peoria prisoner: Arresting officers must ensure that the Victim Rights “Custodial Copy” is completely filled out and left with Glendale Police Department (GPD), MCSO or JCC when booking occurs. This copy will accompany the prisoner back to Peoria Municipal Court when the IA occurs, or will be used by GPD when they release one of our prisoners from their custody.

b. When seen/released by a Peoria Municipal Judge from Glendale City Jail: The Police Services Officer shall make notification according to the notification process described in section 2 below, to include information pertaining to the subject’s conditions of release.

c. Taking prisoner directly to Peoria Municipal Court: When an officer makes an arrest and takes the prisoner directly to Peoria Municipal Court for an IA, it shall be the officer’s responsibility to advise the victim of the arrest and subsequent release. Notifications shall be made according to the notification process described in paragraph B below.

4. If the suspect escapes from custody: If a subject escapes from the custody of the Peoria Police Department, the responsible employee shall advise communications. Upon being advised of an escape, Communications personnel shall notify records personnel, who shall make contact with the victim. If escape occurs outside the Records Section's normal business hours, Communications personnel shall notify the victim. Notifications shall be made according to the notification process described in section 2, below.

5. Notification Procedure: Notifications shall be made in the following manner by the designated personnel:

a. Successful Notification will be annotated on the "Law Enforcement Copy" in the bottom right corner entitled, Notes/Comments. Annotation shall include the method of notification, date and time, along with the designated employee's name and serial number. If notification is unsuccessful, nothing shall be annotated in the bottom right corner entitled, "Notes/Comments."

b. If the employee is unsuccessful in making notification to the victim twice during their shift, this will be annotated on the back of the "Law Enforcement Copy". The employee will annotate the date and time each notification was attempted along with their initials and serial number.

c. The employee will forward the "Law Enforcement Copy" to Records. All "Law Enforcement Copies" in which a victim has not been notified will be held for notification by Records. Records will attempt to notify the victim of the release and document this third attempt on the back of the "Law Enforcement Copy." Annotation shall include the method of notification, date and time, along with the Records personnel's name and serial number.

d. If this third attempt is unsuccessful, A photocopy of the "Law Enforcement Copy" will be mailed to the victim by Records personnel. A form/cover letter will accompany the "Custodial Copy" advising the victim that the suspect has been arrested, released, conditions or release, etc. When the photocopy is mailed, this will be annotated on the original "Law Enforcement Copy" in the bottom right corner entitled, "Notes/Comments." The original "Law Enforcement Copy" and a photocopy of the cover letter shall be filed with the report.

e. In cases where Peoria Police Department personnel are effecting releases authorized by the Peoria Municipal Judge, the above procedure shall be followed: however, documentation shall be made on the "Custodial Copy" rather than the "Law Enforcement Copy."

#### G. Criminal Investigations Bureau

1. When CIB assumes responsibility for a case/crime scene, the CIB case agent is responsible for victim notification duties, including issuing the PCRRW and RIB. In

addition to their responsibilities outlined in Section E, number 2, and pursuant to the "Victim's Rights Implementation Act," the Criminal Investigations Bureau shall: (55.2.3.c)

a. Conduct interviews with every witness and victim as soon as possible after the event, while their memory is fresh. Interviews or other required appearances should be scheduled at the convenience of the victim/witness. (55.2.4.c)

b. Inform the victim:

(1) Of the prosecutor's office, address and telephone number, if the case has been submitted to a prosecutor's office. (55.2.3.d)

(2) Of procedures and resources available for their protection pursuant to Arizona law (55.2.2) (55.2.3.b). All victims and witnesses may request an Order of Protection to protect their spouses, co-habitators and close relatives from each other. Victims/ witnesses may also request an injunction against harassment to protect themselves from anyone who is harassing them. Both the Order and Injunction are requested via petition from the Court.

c. When, in the course of an investigation, a detective makes an arrest, the detective shall contact the victim or the victim's lawful representative and provide the PCRRW and RIB. When PSB is utilized to effect such arrests in the absence of the CIB case agent, the patrol officer effecting the arrest shall contact the victim and provide the PCRRW and RIB.

d. Make an attempt to notify the victim of case status change if new information has become available which the victim is not aware of.

(1) Notification of new information should be made to the victim within two weeks of the time it becomes known to the investigator, whenever possible.

(2) Notification may be made either by telephone, personal contact or letter.

(3) The Investigator shall take into consideration the victim's perspective of the crime when selecting the method of notification.

(4) If the notification cannot be made by telephone or personal contact, a letter shall be sent to the victim's/witness's last known address requesting that contact be made with the investigator.

(5) Documentation of notification will be made in the case file.

(6) Notify the victim of the defendant's name, date of birth and citation case number, in accordance with Arizona Supreme Court Rule 39 (Victim's Rights.) Additional information is subject to supervisor's approval prior to release.

(7) Have the victim/witness re-contacted periodically if the crime created an unusually severe impact. (55.2.4.a)

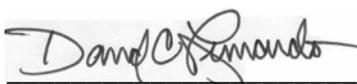
(8) Explain to the victim/witness the procedures involved in prosecution, and what their role will be in these procedures, or ensure they contact the Maricopa County Attorney's Office to have this information explained to them. (55.2.4.b)

e. Ensure that property taken as evidence from victims/witnesses is returned to the owner at the earliest opportunity possible. The responsible investigative detail shall abide by the provisions of Arizona law concerning the return of victim's property. (55.2.4.d)

f. A member of the Victim Assistance Unit may serve as an advocate to the victim during the follow-up investigation, to include providing transportation. (55.2.4.e)(55.2.4.c)

g. Death/Serious Injury Notification to Families of Police Department Employees. Please refer to the Use of Force Policy for the proper procedures and process to be followed. (22.2.6)

**Peoria Police Department**  
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