Station Order 19-001: Victim Assistance Pamphlet

PURPOSE OF ORDER:

To establish station procedures for the issuance of a victim's assistance pamphlet to victims of domestic violence within our station jurisdiction..

SCOPE OF ORDER:

This order applies to all personnel involved in patrol operations who respond to or investigate any domestic violence incidents within the Walnut/Diamond Bar Station jurisdiction.

The handling deputy at a domestic violence incident currently provides the victim with a Family Abuse Intervention Resource (FAIR) brochure, and the Victim Information Notification Everyday (VINE) brochure. The deputy also documents in the incident report that the FAIR and VINE brochures were given to the victim.

Effective January 01, 2020, an additional brochure shall be provided to the victim at any domestic violence incident. The brochure is titled "Victim's Assistance" and is specific to the area patrolled by Walnut/Diamond Bar station.

The "Victim's Assistance" brochure contains the phone numbers to local hotlines and treatment facilities that are dedicated to helping families and persons in crisis. The brochure is similar in function to the F.A.I.R. pamphlet, however, the information is much more localized to our station area and also includes local church groups willing to provide assistance.

Field Deputies' Responsibilities:

When handling a domestic violence incident, the deputy shall:

- Provide the Victim's Assistance pamphlet to the victim;

- Explain the pamphlet to the victim;

- If an incident report is written, document in the incident report that a Victim's Assistance pamphlet was given to the victim.

Field Sergeant/Watch Sergeant's Responsibilities:

- The approving sergeant shall ensure the deputy's report documents the issuance of the Victim's Assistance pamphlet

Station Detectives' Responsibilities:

When investigating a domestic violence incident, the detective shall:

- Ensure the victim received a Victim's Assistance Pamphlet;

- Inquire whether resources in the pamphlet were utilized;

- Document the results in the detective case file notes.

Detective Bureau Supervisor Responsibilities:

When completing the case file review, the detective bureau supervisor shall:

Ensure the detective case notes reference both the Victim's Assistance pamphlet and whether resources were utilized by the victim.