Victim's Assistance Pamphlet

PURPOSE OF ORDER:

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

POLICY:

This Unit Order outlines procedures for patrol, detective and supervisory personnel at the station level.

SCOPE OF ORDER:

This order shall apply to each unit, shift, and employee assigned to Altadena Station.

Altadena deputy personnel currently provide a victim of domestic violence 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 F.A.I.R and VINE brochures were provided to the victim.

Effective February 15, 2020, an additional pamphlet shall be provided to the victim at any domestic violence incident. The pamphlet is titled "Victim's Assistance" and is specific to the area patrolled by Altadena station.

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

ORDER:

OPERATIONAL LEVEL

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 the issuance of the Victim's Assistance pamphlet in the report

Field Sergeant/Watch Sergeant's responsibilities:

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

Desk personnel

The station watch deputy shall insure the Victim's Assistance pamphlet is available at the station's front

counter

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

Attachment: Victim's Assistance pamphlet