2.436 VICTIM/WITNESS SERVICES (55.1.3.a)

2.436.02 Victim/Witness Rights (55.1.1)
A. Consistent with Maryland Constitution, Declaration of Rights, Article 47, all employees will treat crime victims with dignity, respect, and sensitivity.
B. See also Criminal Procedures:
   1. CP § 11-1002 Guidelines for treatment of victim of crime, victim's representative, or witness;
   2. CP § 11-1003 Guidelines for treatment of victim of delinquent act, victim's representative, or witness.

2.436.04 Coordinating Victim / Witness Services (55.1.2, 55.1.3.a, .c, & .d)
A. As described in 1.200 Organization, the supervisor of the investigations function, hereafter “investigations supervisor,” is designated the agency’s victim / witness service coordinator.
B. Related duties and responsibilities include, but are not limited to:
   1. Ensuring documented reviews of local victim / witness needs and available services are conducted and submitted through the chain of command to the Chief at least once every three years starting in 2010;
   2. Ensuring victims / witnesses are familiarized with follow-up or supplemental services beyond those initially provided by patrol or other agency personnel; and
   3. Ensuring the community and local media sources are informed of the agency’s victim / witness services; and
   4. Working with the Communications Unit supervisor to ensure victim / witness resource information contained in the Communications Resource System is current with respect to:
      a. Victim / witness assistance supplied directly by the agency; and
      b. Referral information regarding other services offered within the university community and Baltimore County.

2.436.06 Delivering Victim/Witness Services (55.1.3. a, & .b, 55.2.1, 55.2.2, 55.2.3, 55.2.4, 55.2.5)
A. Victim / witness service and referral information is available 24 hours a day through the Communications Resource System.
B. Employees will ensure the confidentiality of victims and witnesses and their roles in case development is protected to the extent possible consistent with 2.429 Public Information;
C. In addition to the procedures described in 2.304 Preliminary Investigations, officers are responsible for:
   1. Providing victims / witnesses with case numbers and subsequent steps in processing their cases;
   2. Providing the agency’s emergency and non-emergency phone numbers for victims / witnesses to call and report:
      a. Additional case information or to obtain information about the status of their cases;
      b. If they are targets of victim/witness intimidation and/or described in:
         (1) CR § 9-302 Inducing False Testimony or Avoidance of Subpoena;
         (2) CR § 9-303 Retaliation for Testimony;
         (3) CR § 9-305 Intimidating or Corrupting Juror;
         (4) CR § 9-306 Obstruction of Justice.
   3. Consistent with CP § 11-104 Victim Notification, giving copies of the brochure titled “Crime Victims and Witnesses: Your Rights and Services” to victims who have suffered actual or threatened physical, emotional, or financial harm as the result of crimes or delinquent acts.
      a. Brochures will also be given to family members who are guardians of victims who are minors, deceased, or disabled.
      b. Officers may also give brochures to others as reasonable and prudent.
c. The investigations supervisor will work with the Logistics Officer to ensure a supply of the current brochure, with university victim / witness services stickers attached, is readily available for distribution

D. Employees will provide assistance to victims / witnesses who have been threatened or who, in the judgment of the agency, express specific and credible reasons indicating a high probability of intimidation or further victimization.

1. Assistance will be provided based on criteria that include, but are not limited to:
   a. Nature of the cases;
   b. What resources are available; and
   c. Where victims / witnesses are located.

2. Officers’ related duties and responsibilities may include, but are not limited to:
   a. Ensuring on-duty patrol supervisor is notified;
   b. Making reasonable and prudent attempts to promptly notify and/or alert the victims / witnesses of the danger;
   c. Responding to the locations of victims / witnesses if within the agency’s jurisdiction to provide protection from immediate or imminent threats;
   d. If victims / witnesses are in other jurisdictions, notifying the police agencies of primary jurisdiction of the danger; and
   e. Making other notifications and taking other steps as directed.

3. Supervisors’ related duties and responsibilities may include, but are not limited to:
   a. During regular business hours, notifying the investigations commander;
   b. During non-business hours, notifying the Duty Officer; and
   c. Making other notifications and taking other steps as directed.

E. In addition to the procedures described in Section 2.436, lawmakers have been unusually severe thereby making it necessary to facilitate or arrange for above-average victim / witness assistance;

2. Explain to victims / witnesses the procedures involved in the prosecution of their cases and their role in those procedures, if not an endangerment to the successful prosecution of the cases;

3. Schedule line-ups, interviews, and other required appearances at the convenience of the victims / witnesses and, at the option of the agency, providing transportation, if feasible;

4. Facilitate or accompany, as needed, victims / witnesses to court and other judicial proceedings;

5. Promptly return all victim / witness property taken as evidence (except for contraband, disputed property, and weapons used in the course of the crime), where permitted by law or rules of evidence, if feasible; and

6. If applicable, be placed in contact with a victim advocate through the OSA or other appropriate organization.

F. After arrests have been made, arresting officers are responsible for working with the investigations supervisor and taking good-faith efforts to ensure:

1. Victims and witnesses are notified:
   a. That arrests were made;
   b. Of the charges that were placed against the arrestees;
   c. Of arrestees’ names and addresses;
   d. Of arrestees’ custody status;
   e. Of dates, times, and locations of all applicable judicial and/or administrative hearings; and
   f. If arrestees or their associates have made threats against victims/witnesses;

2. Victims are strongly encouraged to participate in the VINE (Victim Information and Notification Everyday) program as described in the “Crime Victims and Witnesses: Your Rights and Services” brochure.