

WASHINGTON ADVENTIST UNIVERSITY DEPARTMENT OF PUBLIC SAFETY CAMPUS CRIME AND VIOLATIONS	APPLICABILITY: ALL UNIVERSITY CAMPUS		
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	TITLE: Crime Victim Services Program		

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A. Background

For most victims/witnesses, a public safety officer is the first criminal justice official they encounter after the crime has occurred on a college campus. Because of this, security officers are in a unique position to provide support, information, and guidance to victims/witnesses of crime. Using basic crisis intervention and providing referrals for additional services can affect the ability of the victim/witness to begin the process of healing from the pain of victimization.

A security officer's professional, compassionate response may result in:

- Increased public confidence and trust in the police;
- A positive relationship with the victim/witness that encourages cooperation during the investigation and helps to ensure continued cooperation should the case go to court;
- Minimized stress for the officer through police intervention that has a beneficial impact; and
- better leads and more accurate information that contribute to increased case closure rates.

B. Policy

The policy of the WAU-Public Safety Department (DPS) is to treat all victims/witnesses in a respectful, responsive, and compassionate manner that reflects the Department's recognition of the trauma of victimization. A member's interaction with the victim/witness of a crime shall not contribute additional and full confidentiality.

C. Definitions

When used in this directive, the following terms shall have the meaning designated:

1. A crime victim is generally defined under Maryland Annotated Code §11-1001(e) of the Criminal Procedure Article as a person who suffers direct or threatened physical, emotional, or financial harm as a result of a crime. The definition of a victim may vary depending on the right afforded to that person and the type of crime committed.
2. MD Criminal Injuries Compensation Board - The Maryland Criminal Injuries Compensation Board (MCICB) was established to provide financial assistance to Maryland crime victims. Under certain conditions, crime victims or surviving family members of deceased victims may be eligible to be reimbursed for their medical, mental health, and/or funeral expenses and/or lost income resulting from a crime. For further information and assistance in filing, please call the Maryland Criminal Injuries Compensation Board (1-888-679-9347; website is www.dpscs.state.md.us).
3. WAU-DPS Victim Assistance Package - the WAU-DPS Victim Assistance Package permits DPS to meet its legal obligation to provide notification of the financial assistance available to victims/witnesses of violent crime. The package includes a CVCP brochure and application, and is delivered to the crime victim.

D. Regulations

1. Victims of crime have certain rights under Maryland law.
 - a. Under the Maryland Constitution and under State laws and guidelines, victims of crime must be:
 - Treated with dignity, respect, and sensitivity
 - Informed of their rights
 - Notified of crisis intervention and counseling services
 - Notified of domestic violence programs and support groups
 - Notified of criminal injuries compensation and other social services available
 - Informed on how to apply for services
 - Told of protection available to them and how to obtain protection
 - Informed by the police or the State's Attorney of the arrest of a suspect and closing of the case
 - Notified of court hearings and offender custody status
 - Permitted to be present and heard at criminal justice proceedings
 - Permitted to seek restitution from their offender(s)

If you are a victim of crime in Maryland, and need more information about your rights visit, www.goccp.maryland.gov.

E. Crime Victim Compensation Program

1. Who is eligible for compensation?

- a. Person who suffers physical injury as a result of a crime or delinquent act;
- b. Surviving spouse or child of a homicide victim;
- c. Person who assumed responsibility for the funeral expenses of a homicide victim;
- d. Person who was dependant on the homicide victim for principal support;
- e. A child or spouse of a victim of homicide
- f. A parent, child, or spouse of an individual who is incarcerated for abuse as defined in Sec. 4-501 of the Family Law Article and who, prior to incarceration resided with the parent, child, or spouse; and provided financial support to the parent, child, or spouse.
- g. Person who suffers from psychological injury as the result of certain offenses; and
- h. Person who suffers injury while trying to prevent a crime, apprehend a suspect or assist a law enforcement officers in the course of the officer's official duties.

2. What is reimbursable?

- a. Medical expenses related to physical injury;
- b. Expenses for psychological injury incurred as the result of certain offenses;
- c. Loss of earnings which are directly related to the victim's inability to work following the crime or victim's principal financial support being unable to work;
- d. Total or partial, permanent or temporary, disability;
- e. Funeral expense in the case of a homicide;
- f. Loss of support or dependency when a homicide victim was providing support to the claimant; and
- g. Other expenses as approved by the Board.

3. What must a victim do to qualify for compensation?

- a. Unless good cause is shown, report the crime to appropriate authorities within 48 hours of the crime occurring; and
- b. Have incurred at least \$100 in reimbursable expenses.

4. What makes a victim ineligible for compensation?

- a. Substantial evidence suggests the victim caused, provoked or contributed to the crime that caused the injury; and
- b. Unless good cause is shown, failing to cooperate with authorities to whom the victim reported the initial crime.

5. A WAU-Incident Report must have been filled within seven (7) days of the crime.

- a. In sexual assault cases, the reporting requirement may be satisfied if the victim/witness seeks medical treatment.

- b. In domestic violence cases, the reporting requirement may be satisfied if the victim/witness requests a Civil Protection Order (CPO), or a Temporary Protection Order (TPO).
6. **A claim must be filled within one (1) year of the crime, or within one (1) year of learning about the program.**
- a. Violent crimes include, but are not limited to the following:
 - i. Arson;
 - ii. Aggravated Assault;
 - iii. Assault on a Police Officer;
 - iv. Assault with a Dangerous Weapon;
 - v. Assault with Intent to Commit any Offense;
 - vi. Assault with Intent to Kill;
 - vii. Burglary;
 - viii. Carjacking;
 - ix. Cruelty to Children (child abuse);
 - x. Dating Violence
 - xi. Domestic Violence;
 - xii. Driving Under the Influence;
 - xiii. Forcible Sodomy;
 - xiv. Hit and Run;
 - xv. Kidnapping;
 - xvi. Maliciously Disfiguring Another;
 - xvii. Manslaughter;
 - xviii. Murder;
 - xix. Mayhem;
 - xx. Negligent Homicide;
 - xxi. Rape;
 - xxii. Reckless Driving;
 - xxiii. Riot;
 - xxiv. Robbery;
 - xxv. Sexual Abuse;
 - xxvi. Stalking;
 - xxvii. Sodomy of a Child less than Seventeen (17) Years of Age;
 - xxviii. Threats; and
 - xxix. Unlawful Use of an Explosive
7. **The MD Criminal Injuries Compensation Board may provide financial assistance for temporary shelter, or for moving expenses, but requires that the victim/witness secure a referral that describes the need to relocate for health and safety reasons.**
- a. Investigators who have knowledge of the case may choose to complete the MD Criminal Injuries Compensation Board Form if requested by the victim/witness. The member shall ensure he/she records his/her contact information in the space provided on the form.

F. WAU-DPS Procedural Guidelines

1. Security Officers
 - a. The Initial responding officer or detective/investigator shall:
 - i. Use basic crisis intervention techniques to provide immediate emotional support. The three basic crisis intervention techniques are listed below:
 1. Safety and Security - Address the safety and security needs of the victim/witness by making sure the victim/witness's physical concerns are taken care of, and ensuring his/her safety.
 2. Ventilation and Validation - Allow the victim/witness to talk about his/her feelings about what happened. Validate the victims/witnesses experience and feelings by listening attentively with a non-judgmental demeanor.
 3. Prediction and Preparation - Tell the victim/witness what will happen in the near future by explaining the subsequent steps in the processing of the case.
 - b. Advise the victim/witness about what to do if the suspect(s) threatens or otherwise intimidates him/her.
 - c. Inform the victim/witness about the case number and subsequent steps in the processing of the case;
 - d. Provide a telephone number that the victim/witness may call to report additional information about the case, to receive information about the status of the case and to call 911 in case of an emergency.
 - e. Refer to the Campus Sexual Assault Investigations Procedures for further information.
2. The Sergeant of Security, Shift Commander
 - a. Explains to the victim/witness:
 - i. The procedures involved in the investigations of their case; and
 - ii. The role of the victim/witness in the investigation
 - b. Informs the victim/witness of a violent crime, the status of the investigation
 - c. Each Incident is investigated when a victim/witness is
 - i. Threatened; or
 - ii. Intimidated.
 - iii. If substantiated, the Detective/Investigator will contact Takoma Park Police Department to obtain an arrest warrant.
 - d. When possible, Detectives/Investigators schedule line-ups, interviews, and other required appearances at the convenience of the victim/witness. To ensure the victim/witness will be able to appear, transportation will be provided, if available.
 - e. As appropriate, Detectives/Investigators encourage victims/witnesses to register with the Victim Information and Notification Everyday (VINE) system by calling 1-877-329-7894. The victim/witness then receives automatic notification when the Department of Corrections custody status of the offender changes.
3. Property and Evidence Control Department
 - a. Ensure the prompt return of the victim/witness property.
4. The Lieutenant of Security, Operation Commander shall ensure:

- a. The responding officer delivers a victim/witness statement form to the victim/witness at the initial call.
 - b. WAU-DPS Victim Assistance Package brochures and crime prevention materials are in a location accessible to the public within the department, and available in both English and Spanish when possible.
 - c. The prompt return of the victim/witness's personal property.
5. The Director of Security shall ensure
 - a. A victim/witness services component is included in the training provided for:
 - i. Security Officers
 - ii. Detectives
 - iii. Supervisors
 - iv. Crime Victim Advocates
 - b. The training curriculum must include, but is not limited to:
 - i. Basic information on victim/witness issues
 - ii. Basic crisis intervention techniques
6. Crime Victim Advocate shall
 - a. Make contact with the victim/witness as soon as possible
 - b. Explain the services that are provided
 - c. Provide a waiver in the case that the victim/witness does not want or need the Advocate's services
 - d. Provide resources for the victim
 - e. Provide emotional support during interviews and throughout the investigation
 - f. Make a Safety Plan when necessary
 - g. Provide transportation when applicable
 - h. Refer the victim to counseling services if needed
 - i. Explain the procedures of the investigation, including court proceedings
 - j. Assist in filling out various forms and applications, including the application for compensation.
 - k. Provide orientation to students at the beginning of each school year concerning Advocate Services, in coordination with Student Life and Human Resources.

G. Subpoenas and Civil Lawsuits