

# GREELEY POLICE DEPARTMENT

General Order 345.00

Reviewed: 06/15

## 345.00 VICTIM-WITNESS ADVOCATE PROGRAM

### 345.01 Function:

When citizens are victims of or witnesses to crime or other catastrophic events, they are afforded the rights as set forth in the CRS 24-4.1-301 through 24-4.1-304, otherwise known as the Victims Rights Amendment.

Witnesses to crime can be considered to be secondary victims. They should also be afforded access to and the services of Greeley Police Victim Advocates.

Greeley Police Victim Advocates will provide early crisis intervention and service referral information to the victims of crime and other catastrophic events.

In those instances where victims or witnesses do not request the immediate response of victim advocates, the officer shall provide the victim or witness a pamphlet concerning their rights.

### 345.02 Organization:

- The Greeley Police Victim Advocates shall be supervised by the Victim Assistance Coordinators.
- Victim Advocates will be subject to the applicable rules set forth in the Greeley Police written directives and other rules and regulations that may be set forth by the Chief of Police.
- The Victim Advocates will be composed of volunteers who serve without pay and have no powers of arrest or law enforcement authority.
- The Victim Advocates will be responsible to the Victim Assistance Unit Coordinators concerning training, scheduling, and day-to-day operations. While on crime scenes the Volunteer Advocates will be directly responsible to the highest ranking sworn personnel on scene.

### 345.02 Duties:

When Greeley police officers or other department employees are at the scene of crimes and other events where the services of Victim Advocates are required, requested, or needed, the officer/employee will request response of victim advocates. If a victim advocate response is not requested, the officer/employee shall provide a victims advocate pamphlet. This information

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shall be included in the officer's report. These events include but are not limited to:

1. Murder (homicide) and Manslaughter
  2. Criminally-negligent Homicide
  3. Vehicular Homicide and Vehicular Assault
  4. Assault (all classifications)
  5. Menacing
  6. Kidnapping
  7. Sexual assault and unlawful sexual contact
  8. Incest and aggravated incest
  9. Child Abuse (all classifications)
  10. Sexual Exploitation of Children
  11. Child prostitution
  12. Crimes against at-risk Adults and at-risk Juveniles
  13. Indecent Exposure
  14. Violation of a criminal protection order issued against a person charged with sexual assault.
  15. Robbery (all classifications)
  16. Crimes involving Domestic Violence (any crime)
  17. Careless Driving resulting in Death of another person
  18. Failure to Stop at the scene of an accident which results in the Death of another person
  19. Stalking
  20. Human Trafficking
  21. 1<sup>st</sup> Burglary
  22. Invasion of privacy for sexual gratification
  23. Biased motivated crimes
  24. Retaliation against a Victim, Witness, Judge, or Juror
  25. Tampering with a Victim or Witness
  26. Intimidation and aggravated intimidation of a victim or witness
  27. Any Criminal Attempt, Conspiracy, Criminal Solicitation, or Accessory involving any of the crimes specified above
  28. Ethnic Intimidation
  29. Any other event deemed necessary or appropriate by the investigating officer or police supervision (IE: Suicide; Next of Kin notifications; medical events; fire scenes)
- Provide emotional support and service referral information to the victims and/or witnesses of crime.
  - Perform office work and follow-up contact with victims and/or witnesses.
  - Participate in community awareness programs.
  - Participate in regular training.

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- Be available for 48 hours of on-call duty per month in 12-to-24-hour blocks.
- Respond as requested to incidents involving death, serious bodily injury, or other catastrophic event for members of the department to provide assistance and render service to agency personnel and their families as needed.

### 345.03 Dress Code:

- Victim Advocates shall report to duty in conservative apparel. Clothing should be appropriate for an office setting and professional in appearance.
- Victim Advocates will display their individual police department issued identification while in the police department or at crime scenes.

### 345.04 Minimum Qualification for Victim Advocates:

- Must be 19 years of age;
- Must possess a valid Colorado driver's license;
- Must satisfactorily pass a background investigation revealing no felony convictions or convictions for matters involving moral turpitude or domestic violence;
- Must complete the 40-hour mandatory training provided by the Greeley Police Department; and
- Must have the ability to read required materials and write reports.

### 345.05 Selection Process:

- Application to be a Volunteer Advocate will be made through the Greeley Police Victim Assistance Unit.
- Applications will be reviewed by the Senior Victim Assistance Coordinator.
- Applicants will be interviewed by the Senior Victim Assistance Coordinator and at least one of the Victim Assistance Coordinators who will determine if the applicant is an acceptable candidate.
- The Senior Victim Assistance Coordinator will arrange for a background investigation.

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### 345.06 Training Procedures:

- The Victim Assistance Unit will be responsible for arranging and coordinating all Victim Advocate training.
- Victim Advocates will be required to attend the 40-hour training program provided by the Greeley Police Department.
- Victim Advocates will continue to receive in-service training as provided by the Victim Services Unit or other recognized victim advocacy organizations, with Police Department approval.
- Minimum Training: The 40 hours of training will cover the following topics:
  - Policies and procedures of the Victim Assistance Unit and the Greeley Police Department,
  - Scope of victimization,
  - Crisis reaction,
  - Stress and crisis intervention techniques,
  - Criminal Justice System and Victims Compensation,
  - Victim Rights Amendment, State statutes/policy and victim impact statements,
  - Case management,
  - Specific crimes victimization (sex assault, child victims, homicides, domestic abuse, etc.),
  - Ethics of victims assistance and values clarification,
  - Personal safety and crime scene protocol, and
  - Response to sudden trauma and unexpected deaths.

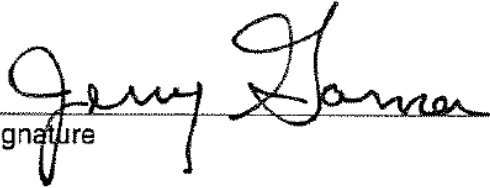
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Reviewed: 06/15

Authorized by Jerry Garner, Police Chief

Effective: June 12, 2015

  
Signature

Date: 6-12-15