

GREELEY POLICE DEPARTMENT

General Order 345.00**Reviewed: 12/23****345.00 VICTIM ADVOCATE PROGRAM**

345.01 Function:

When citizens are victims of or witnesses to crime, 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. It is the goal of the Victim Services Unit to respond to victims and witnesses of crime or other catastrophic events and provide the support and aid necessary to help them adjust mentally, physically, and financially to their victimization.

The Victim Services Unit 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 with a pamphlet concerning their rights. Responsibilities and objectives of the Unit include:

- Identify and contact crime victims and witnesses whose circumstances conform with the Colorado Victim Rights Act
- Ensure crime victims' rights are met, as outlined in the Colorado Victims Rights Act as it specifically pertains to law enforcement.
- Through outreach programs, educate identified crime victims and witnesses, as well as the general public, about the criminal justice system and assistance provided by the Victim Services Unit.
- Assist crime victims and witnesses through the crisis stages of their victimization by utilizing referrals such as food, shelter, clothing, mental health, and family violence assistance.
- Assist identified crime victims and witnesses with the compensation process administered by the 19th Judicial District's Victim Compensation Program.
- Provide crisis intervention services to crime victims, including but not limited to, crimes outlined in CRS 24-4.1-301 through 24-4.1-304, death investigations, traffic crashes, and suicides.
- Maintain and expand a program of call-out services and provide on scene crisis intervention services and support to victim and witnesses of crime.
- Further develop the volunteer program by providing training, recruitment, and retention of skilled volunteer victim advocates.
- Ensure the confidentiality of records and files of victims and witnesses and their case development in accordance with the Greeley Police Department's policies and procedures.

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The Victim Services Unit will provide on-call crisis intervention, information, and referral services to victim and witnesses 24 hours a day, 7 days a week, 365 days a year.

345.02 Organization:

- The Greeley Police Victim Services Unit shall be supervised by the Investigations Commander, and lead by the Victim Services Coordinator(s). The coordinator(s) will oversee unit staff and volunteer advocates.
- 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 Services Unit Coordinator(s) 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 services pamphlet. This information 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

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14. Violation of a criminal protection order issued against a person charged with sexual assault, stalking, domestic violence, or crimes against at-risk persons.
 15. Robbery (all classifications)
 16. Crimes for which the underlying foundation has been determined to be domestic violence
 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 or serious bodily injury
 19. Stalking
 20. Human Trafficking
 21. First degree Burglary, or second-degree burglary of a dwelling
 22. Invasion of privacy for sexual gratification
 23. Biased motivated crimes
 24. Retaliation against a Victim, Witness, Judge, Juror, prosecutor, or elected official
 25. Tampering with a Victim or Witness
 26. Intimidation and aggravated intimidation of a victim or witness
 27. Retaliation against a judge or juror
 28. Any Criminal Attempt, Conspiracy, Criminal Solicitation, or Accessory involving any of the crimes specified above
 29. Posting a private image for harassment or pecuniary gain
 30. 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.
 - Respond as requested to incidents involving death, serious bodily injury, or other catastrophic events.
 - Render service to agency personnel and their families as requested.

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.

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- Victim Advocates will display their Greeley Police Department issued identification while in the police department or at crime scenes.

345.04 Volunteer Victim Advocates:

- The Victim Services Unit consists of volunteer victim advocates who serve without pay and have no powers of arrest or law enforcement authority.
- Volunteer victim advocates are expected to be on call 48 hours a month. This is equivalent to four 12-hour shifts. Additional requirements include:
 - While on shift, an advocate must carry their department ID
 - When paged out, an advocate must respond to the scene in a timely fashion, not to exceed one hour.
 - An advocate must never respond to a call under the influence of alcohol, prescription or non-prescription controlled substance.
 - An advocate must never transport victims in their personal vehicles. Victims can only be transported by Unit Staff in department vehicles.

345.04 Minimum Qualification for Volunteer Victim Advocates:

- Must be 19 years of age;
- Must possess a valid driver's license;
- Must satisfactorily pass a background investigation revealing no felony convictions or convictions for matters involving moral turpitude or domestic violence;
- Must have the ability to read required materials, communicate verbally in person and by phone, and write reports.

345.05 Volunteer Selection Process:

- Application to be a Volunteer Advocate will be made through the Greeley Police Victim Services Unit.
- Applications will be reviewed by the Victim Services Coordinator(s).
- Applicants will be interviewed by the Victim Services Coordinator(s) and Volunteer Manger. The Victim Service Coordinator(s) will determine if the applicant is an acceptable candidate.
- The Victim Services Coordinator(s) and the Volunteer Manager will oversee the background investigation.
- The Investigations Commander will have the ultimate decision on volunteer advocates.

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- New volunteers shall be required to complete one ride-along with officers to acquaint them with the duties of a Police Officer.

345.06 Training Procedures:

- The Victim Services Unit will be responsible for arranging and coordinating all Victim Advocate training.
- Victim Advocates will be required to complete the 40-hour training program provided by the Greeley Police Department Victim Services Unit.
- 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 at a minimum, 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: 12/23

VICTIM/WITNESS ADVOCATE PROGRAM

Authorized by Adam Turk, Chief of Police

Effective Date: December 13, 2023

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Adam Turk

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Signature

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