


PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion."</i>		SUBJECT: "CRIME VICTIM NOTIFICATION"		ORDER NUMBER: 48-01	
		PLEAC STANDARD: 4.5.1		PAGE 1 OF 3	
RE-ISSUE DATE: 11/28/2022	EFFECTIVE DATE: 07/01/2014	REVIEW MONTH: JULY	RESCINDS: ALL PREVIOUS	REVIEW DATE: 11/28/2022	

1.0 POLICY OR PURPOSE

1.1 Victims' Rights notifications are critical in responding to crime victims who may be unaware of the services that are available to them. This General Order will provide procedural guidance for department members in making the required victim's compensation rights notifications, victim's notifications following a defendant's arrest or escape, and the timely return of their property seized as evidence. This order conforms with Title 18 P.S. Chapter 2, "Crime Victim's Act".

2.0 DEFINITIONS

2.1 **Victim** – For the purposes of this general order the term 'victim' means the following:

2.1.1 A direct victim.

2.1.2 A parent or legal guardian of a child who is a direct victim, except when the parent is the alleged offender.

2.1.3 A minor child who is a material witness to any of the following crimes and offenses committed or attempted against a member of the child's family:

2.1.3.1 Chapter 25 (relating to criminal homicide)

2.1.3.2 Section 2702 (relating to aggravated assault)

2.1.3.3 Section 3121 (relating to rape)

2.1.4 A family member of a homicide victim, including stepsiblings, stepchildren, stepparents, or a fiancé, one of whom is to be identified to receive communication as provided for in this act, except where the family member is the alleged offender.

3.0 CRIME VICTIM NOTIFICATION FORMS

3.1 The Office of Victims' Services shall make the written information available on the office's publicly accessible Internet website (<https://www.pccd.pa.gov/Victim-Services/Pages/County-Specific-Law-Enforcement-Notification.aspx>) and provide law enforcement agencies printed notices and claim forms for crime victims' compensation. The Office of Victims' Services shall also provide updates to law enforcement agencies on changes which affect their responsibilities under this act.

3.2 The Pennsylvania law enforcement crime victims' rights notification and the victims' compensation assistance form are available on the Police Officer's Toolkit.

4.0 DUTIES OF TRAINING ACADEMY

4.1 The training academy shall ensure that all officers and other employees are familiar with crime victim's compensation as provided for in 18 P.S. Chapter 2, "Crime Victims Act", Chapter 7, "Compensation".

4.2 The training academy shall also ensure that all trainee officers receive, or have received, instruction concerning crime victim compensation as a part of their initial training curriculum.

5.0 DUTIES OF OFFICERS

5.1 Law enforcement officers of this agency shall provide basic information on the rights and services available for crime victims and the availability of crime victims' compensation to the direct victim or, if appropriate, a member of

the direct victim's family. The information required under this section shall be in a written notice in a manner or form developed by the Office of Victims' Services.

- 5.2 The information shall be provided when the agency has first contact with the direct victim or, if appropriate, a member of the direct victim's family or as soon as reasonably possible.
- 5.3 Officers shall ensure that the victim understands that assistance is available, if needed, to complete the Crime Victim's Compensation form.
- 5.4 Officers responding to or investigating an incident shall indicate on the police report that the information was provided to the direct victim or, if appropriate, a member of the direct victim's family.
- 5.5 Notification to crime victims of arrest within 24 hours.
- 5.5.1 In personal injury crimes, the arresting officer shall make reasonable efforts to notify the victims of the arrest of the subject and of the filing or forwarding of a complaint related to the crime as soon as possible
- 5.5.1.1 Unless the victim cannot be located, notice of the arrest shall be provided not more than twenty-four (24) hours after the preliminary arraignment.
- 5.5.1.2 In cases alleging delinquency, notice of the filing or forwarding shall be provided not more than twenty-four (24) hours after the complaint has been filed or forwarded to the juvenile probation office or district attorney.
- 5.5.2 In all cases, the notification of the victim shall be documented in the department investigation report for the incident.
- 5.5.3 The arresting officer shall attempt to call the victim by using the victim's phone number provided in the PBP Form #3.0, "Investigative Report". The arresting officer shall include in their PBP Form #6.1, "Arrest Report" the result of this call or if no number was included on the PBP Form #3.0, "Investigative Report".
- 5.6 Notification to crime victims of escape from agency's custody.
- 5.6.1 In personal injury crimes, officers from this department shall notify the victim of an actor's escape from the custody of the department.
- 5.6.2 Victim notification in such an event shall be made as soon as possible following the escape and be documented in a department incident report.
- 5.6.3 Once the actor is accepted into the Allegheny County Jail (ACJ), the responsibility to notify the victim of an escape will shift to the ACJ staff.
- 5.7 Return of victim's seized property.
- 5.7.1 When property of a victim has been seized as evidence or recovered by the department, the property shall be returned to the victim as soon as it is determined the evidence or recovered property is no longer needed for prosecution of the offense.
- 5.7.2 The determination that evidence will no longer be needed in the prosecution can be made by the arresting officer in summary cases or the office of the district attorney in misdemeanor and felony cases.
- 5.7.3 See General Order #36-02, "Property Room Procedures" for procedures on returning property that has been sent to the Property Room as Evidence.

6.0 DUTIES OF TELEPHONE REPORTING UNIT (TRU)

- 6.1 When TRU personnel take a report, the crime victims' rights notification and the victims' compensation assistance form will be sent to the victim and a notation made on the police report "Crime Victim Notification mailed."

6.2 The TRU supervisor, or their designee, will ensure there is an adequate supply of crime victims' rights notifications and the victims' compensation assistance forms on-hand in the TRU area.

7.0 DUTIES OF COMMANDERS

7.1 Commanders, or their designee, will ensure their respective Zones/Units are adequately stocked with crime victims' rights notifications and copies of the victims' compensation assistance forms.

Approved By:

A handwritten signature in blue ink that reads "Thomas A. Stangrecki". The signature is written in a cursive style with a large initial 'T'.

Thomas Stangrecki
Acting Chief of Police