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| <b>PBP FORM 290</b><br><br><b>PITTSBURGH BUREAU OF POLICE</b><br><i>"...accountability, integrity and respect."</i> |   | <b>SUBJECT:</b><br><b>"CRIME VICTIM NOTIFICATION"</b> |  | <b>ORDER NUMBER:</b><br><b>48-1</b>   |  |
|  |   | <b>PLEAC STANDARD:</b><br><b>4.5.1</b>                |  | <b>PAGE 1 OF 3</b>                    |  |
| <b>ISSUE DATE:</b><br><b>07/01/2014</b>  | <b>EFFECTIVE DATE:</b><br><b>07/01/2014</b> | <b>ANNUAL REVIEW DATE:</b><br><b>JULY</b>             | <b>RESCINDS:</b><br><b>COP 94-042</b><br><b>ACO 94-158</b> | <b>AMENDS:</b><br><b>ALL PREVIOUS</b> |  |

**1.0 POLICY OR PURPOSE**

1.1 Victims' Rights notifications are critical in responding to crime victim's 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, 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 DUTIES OF TRAINING ACADEMY**

- 3.1 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 the Crime Victims Act, Chapter 7, Compensation.
- 3.2 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.

**4.0 PARTICIPATION BY THE DISTRICT ATTORNEY'S OFFICE**

- 4.1 The DA's Office has developed a Crime Victim Notification booklet that is to be used by all Police Departments within Allegheny County.
- 4.2 Currently the POC for this program is Tom Swann at 412-350-4400.

**5.0 DUTIES OF OFFICERS**

- 5.1 Law enforcement officers of this agency shall, within twenty-four (24) hours of receiving a report from crime victim, give a copy of the crime victim booklet and an application form for crime victims' compensation to one of the following:
  - 5.1.1 The direct victim, or

- 5.1.2 The direct victim's family, if appropriate
- 5.2 Officers shall complete the "tear off" receipt located at the back of the booklet, add the CCR number and turn it in to a supervisor so that it can be placed in the station files as well as being added to the official report. (refer to COP #94-042) Officers shall also ensure that the victim understands that assistance is available, if needed, to complete the Crime Victim's Compensation form.
- 5.3 Officers shall check the "yes" box in the Crime Victim information section of the Investigative Report PBP Form Investigative Report PBP Form 3.0 located directly above the narrative.
- 5.4 Notification to crime victims of arrest within 24 hours.
- 5.4.1 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
- 5.4.1.1 Unless the victim cannot be located, notice of the arrest shall be provided not more than twenty-four (24) hours after the preliminary arraignment.
- 5.4.1.2 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.
- 5.4.2 In all cases, the notification of the victim shall be documented in the department investigation report for the incident.
- 5.4.3 The arresting officer shall attempt to call the victim by using the victim's phone number provided in the Investigative Report PBP Form 3.0. The arresting officer shall include in his Arrest Report PBP Form 6.1 the result of this call or if no number was included on the Investigative Report PBP Form 3.0.
- 5.5 Notification to crime victims of escape from agency's custody.
- 5.5.1 In personal injury crimes, officers from this department shall notify the victim of an actor's escape from the custody of the department.
- 5.5.2 Victim notification in such an event shall be made as soon as possible following the escape and be documented in a department incident report.
- 5.5.3 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.
- 5.6 Return of victim's seized property.
- 5.6.1 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.
- 5.6.2 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.
- 5.6.3 See *General Order 36-2* for procedures on returning property that has been sent to the Property Room as Evidence.

**6.0 DUTIES OF TELEPHONE REPORTING UNIT (TRU) (Refer to COP 94-042)**

6.1 When TRU personnel take a report, the crime victim booklet will be sent to the victim and a notation made on the police report "Crime Victim Notification Booklet mailed."

6.2 TRU supervisor will ensure there is an adequate supply of booklets on-hand in the TRU area.

**7.0 DUTIES OF PROPERTY ROOM**

7.1 Coordinate with the DA's office POC to obtain a supply of crime victim booklets to be issued to various zones or other duty locations upon request.

7.2 Provide storage for booklets until requested by the zones or other duty locations.

**8.0 DUTIES OF ZONE COMMANDER**

8.1 Coordinate with the Property Room by submitting a supply request to ensure the Zone is adequately stocked with crime victim booklets and hard copies of the victim's assistance application forms.

8.2 Zones will be responsible to pick up booklets from the Property Room.

8.3 Zone clerks shall scan the "tear off" portion of the booklet into the Record Imaging System.

Approved By:

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Regina McDonald  
Acting Chief of Police

Date