

VICTIM OF VIOLENT CRIME NOTIFICATION

The purpose of this order is to coordinate and administer of the Victim of Violent Crime Act (Cal. Govt. Code 13959 et. seq.), and establish procedures for the notification of victims and the processing of forms.

I. POLICY

A. COORDINATION AND ADMINISTRATION. The San Francisco Police Department will coordinate a program with the District Attorney's Office Victim/Witness Assistance Program to administer the Victim of Violent Crime Act in San Francisco. The Police Department will be responsible for notification and referrals, and the Victim/Witness Assistance Program for administration.

B. POSTING OF NOTICES. Every police facility open to the public shall prominently display in public view a sign giving notification of the Victim of Violent Crime Act. The facility shall also have a supply of required application forms provided by the State Board of Control (form BC-1-D-74) for distribution to any person wishing to file for indemnification.

II. PROCEDURES

A. DUTIES OF OFFICERS. Officers assist victims of crime by giving them a Crime Notification Form (SFPD 369) as part of the Victim Witness Assistance program. This program assists victims in filing for victim compensation for medical expenses, counseling and related matters. The program, however, does not reimburse them for lost or stolen cash or property.

1. NOTIFICATION. When conducting a preliminary investigation of a crime involving a personal injury or death, follow these procedures:

a. Give the victim or his/her family a Victim of Crime Notification (SFPD 369) and explain the scope of the program.

b. Check the "yes" in the "Victim of Crime Notification" box on the incident report and write in your star number in the space provided.

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2. UNABLE TO NOTIFY. If you are unable to furnish the victim or his/her family with the notification, follow these procedures:
 - a. Check "no" in the "Victim of Violent Crime" box on the incident report and write your star number in the space provided.
 - b. State in the narrative of the incident report the reason the notification was not made.
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References

DGO 6.09, Domestic Violence
Domestic Violence Referral Card (SFPD 142)