POLICY/PURPOSE:
The Cedar Rapids Police Department (CRPD) is committed to assisting in the development, implementation, and continuation of appropriate victim/witness assistance programs and activities. Victim/witness efforts by the CRPD will be supplemental to or in cooperation with activities of other agencies providing victim/witness services. Victims and witnesses will be treated with fairness, compassion, and dignity. Assistance and information will be provided to victims and witnesses in a timely manner.

Officers shall familiarize themselves with available criminal justice and social service diversion programs in order to better inform the public and media about victim/witness assistance programs. The CRPD’s website houses links for victims/witness of crimes with available services according to their needs. [55.1.3c] All CRPD members will adhere to the confidentiality and rights of victims as outlined in Iowa Code Chapter 915 and the Federal Crime Victims’ Rights Act (CVRA). These rights include but are not limited to: [55.1.1; 55.1.3b]

- Registration, Notification, and Rights in Criminal Proceedings
- Victims of Juvenile Crime
- Victims of Sexual Assault
- Victims of Domestic Violence
- Victim Compensation
- Victim Registration
- Survivors of Homicides

Additional information concerning the assistance of individuals who are deaf, hard of hearing, or have limited proficiency with the English language can be located in the Interpreter Services directive.

PROCEDURE:
All members of the department will cooperate with prosecuting attorneys, other law enforcement agencies, local service agencies and the courts to afford victims and witnesses the rights and services provided by law. Direct support to victims and witnesses should include, as applicable: [55.1.1]

- Providing information about the status of the case against the perpetrator.
- Providing information concerning victim compensation assistance.
- Providing the victim (or their representative) with police reports concerning the incident as permitted by law.
- Providing information on how to obtain emergency crisis intervention services.
- Providing reasonable protection from the criminal suspect (or others assisting them) from harm or threats of harm arising from the victim’s/witnesses’ cooperation with law enforcement. [55.2.2]
• When no longer needed as evidence, upon request of the victim(s), the return of property taken as evidence, unless contraband or subject to forfeiture; or provide a written explanation of the reason why it is not returned. [55.2.4d]
• Providing complete and accurate information and incident reports for purposes of investigation of a civil claim or defense.
• Upon request, members of this department will provide the victim of a crime with a contact number for the jail and the prosecuting attorney, so they may obtain information relating to the release of the suspect/defendant.
• Complete and timely filing of State of Iowa Victim Compensation forms/reports.

LIAISON:
The Crime Prevention Commander shall administer and coordinate the CRPD’s victim/witness assistance activities as well as act as a liaison with other criminal justice agencies and outside organizations concerning victim/witness needs and rights. These agencies include but are not limited to:
• Linn County Attorney’s Office – Victim/Witness Coordinator
• Rape Crisis Center
• Domestic Abuse Services
• Foundation II – Mobile Crisis Outreach
• IowaVINE (Victim Information and Notification Everyday)
• Deaf Iowa’s Against Abuse (DIAA)

The purpose for maintaining a liaison with outside sources of victim/witness assistance is two-fold:
• To ensure that the CRPD’s referrals of victims/witnesses to outside sources are based on accurate and up-to-date knowledge of the services offered by those sources.
• To maintain an ongoing channel of communication by which to offer and receive suggestions about how the CRPD and outside sources can more effectively work together in order to better serve victims/witnesses.

SERVICE:
All employees will ensure confidentiality consistent with state statute and department policy when referring all victims/witnesses to programs. [55.1.3b] The CRPD shall maintain victim/witness assistance and referral information on a 24-hour basis through: [55.2.1a, b]
• The Joint Communications Agency (JCA)
• Response by officers
• The Crime Prevention/Community Outreach Unit
If physical police response is necessary, responding officers shall render victim/witness assistance over and above normal investigative/response routines to include at a minimum:

- Supplying information to the victim/witness about applicable services such as: [55.2.3a, 55.2.4e]
  - Counseling
  - Medical attention
  - Compensation programs
  - Emergency financial assistance
  - Victim advocacy
  - IowaVINE

During the development of a case, officers should also consider the following:

- Advise the victim/witness, when practical, if an arrest has been made and how the case will proceed.
- If the person is a victim of domestic abuse;
  - A copy of the “Notice of Abused Person’s Rights” per Chapter 236.12 of the Code of Iowa will be made available. The process shall consist of handing the person a copy of the rights statement, written in English and Spanish, and asking the person to read the statement. Once read, the person shall be asked if the rights are understood.

- Provide the victim/witness with:
  - Printed material containing the contact information for the appropriate agency/organization which may be available to provide additional assistance.
  - A business card of the reporting officer or a piece of paper which will included at minimum:
    ▪ Non-emergency phone number to the CRPD
    ▪ The reporting officer’s voicemail number and/or email address
    ▪ Case number [55.2.3c]

  - Record’s Unit phone number:
    ▪ To report additional information
    ▪ To be forwarded to the investigating officer to receive information concerning the status of a case. [55.2.3d]

- Advise the victim/witness to contact the CRPD or appropriate jurisdiction if they are threatened or intimidated by the suspect or suspect’s family or companions. [55.2.3b]
  - See the below section titled Victims/Witnesses Fearing Further Victimization.
- Work with other agencies in providing care and assistance to the victim/witness.
• Officers should consider informing victims/witnesses of the Linn County Resource Sheets located at [www.linncounty.org/resourcesheets](http://www.linncounty.org/resourcesheets). These resources include the following:

<table>
<thead>
<tr>
<th>Linn County Resource Sheets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affordable Housing</td>
</tr>
<tr>
<td>Basic Needs</td>
</tr>
<tr>
<td>Child Care</td>
</tr>
<tr>
<td>Counseling and Therapy</td>
</tr>
<tr>
<td>Dental</td>
</tr>
<tr>
<td>Disability</td>
</tr>
<tr>
<td>Education</td>
</tr>
<tr>
<td>Emergency Shelter</td>
</tr>
<tr>
<td>Employment</td>
</tr>
<tr>
<td>Family and Youth</td>
</tr>
<tr>
<td>Financial Assistance</td>
</tr>
<tr>
<td>Food Assistance</td>
</tr>
<tr>
<td>Government</td>
</tr>
<tr>
<td>Health</td>
</tr>
<tr>
<td>Legal Assistance</td>
</tr>
<tr>
<td>Older Adults</td>
</tr>
<tr>
<td>Parent Education</td>
</tr>
<tr>
<td>Refugee and Immigrant</td>
</tr>
<tr>
<td>Sexual Health</td>
</tr>
<tr>
<td>Transitional Housing</td>
</tr>
<tr>
<td>Transportation</td>
</tr>
</tbody>
</table>

• Victims may also register with the Iowa Victim Information and Notification Everyday (Iowa VINE), which is a 24-hour computer-based system available to all victims who register.

**Victim/Witness Follow-up Investigation:** [55.2.4]

Investigators should assist victims/witnesses during follow up investigations which may include but not be limited to:

• If, in the opinion of the CRPD, the impact of a crime on a victim/witness has been unusually severe and has triggered above-average need for victim/witness assistance, to contact the victim/witness periodically to determine whether those needs are being met. [55.2.4a]

• Explaining to victims/witnesses the procedures involved in the prosecution of their cases and their role in those procedures, if not an endangerment to the successful prosecution of the case. [55.2.4b]

• If feasible, scheduling lineups, interviews, and other required appearances at the convenience of the victim/witness and, at the option of the CRPD, providing transportation. [55.2.4c]

• If feasible, promptly returning victim/witness property taken as evidence (except for contraband, disputed property, and weapons used in the course of the crime), where permitted by law or rules of evidence. [55.2.4d]
VICTIM REGISTRY: [55.2.5]
Victims of crimes who suffer any type of loss or physical injury as a result of a crime, other than a simple misdemeanor, must be notified of their right to register with a County Attorney's Office. Victims who choose to register will be kept updated as to the status of the suspect/defendant through the criminal justice system. The following explains the forms and their use:

- The officer who has contact with the victim of a reported crime will advise the victim that they have the right to register with the County Attorney. If the victim declines, the officer will so note that in their report to show that the victim was advised of that right.
- If the victim wishes to register, the officer will have the victim fill out the "Victim Request for Registration" form (Linn County Attorney). It will be the victim's option to complete and return the form.
- If the suspect is a juvenile their name will be listed on the registration form.

VICTIMS/WITNESSES FEARING FURTHER VICTIMIZATION: [55.2.2]
The CRPD shall provide appropriate assistance to victims/witnesses who have been threatened or who, in the judgment of the Watch Commander, express credible reasons for fearing intimidation or further victimization. Victims/witnesses should be advised about what to do if the suspect or the suspect's companions or family threatens or otherwise intimidates them. It is a judgment call based upon the nature of the threat, the available resources, and is commensurate with the danger faced by the victim/witness.

Appropriate assistance may range from offering a frightened victim or witness words of encouragement to placing them in protective shelter.

If the CRPD becomes aware of danger to a victim/witness, the CRPD should promptly attempt to contact and alert the victim/witness.

- If the victim/witness is in another jurisdiction, the CRPD should also contact the appropriate agency and inform it of the situation and request that reasonable precautions be taken.
- The CRPD is not obligated to provide protection when the victim/witness is not physically present within City limits.

OUTSIDE AGENCIES: [55.1.3d]
The CRPD shall maintain a close working relationship with other agencies and organizations to provide victim/witness assistance efforts. Such relationships may be initiated via written correspondence,
telephone, or personal contact. The purposes of establishing and maintaining relationships with outside sources include:

- To ensure that referrals of victim/witnesses to outside sources are based on accurate and current knowledge of the services respectively provided.
- To maintain an ongoing channel of communication by which to offer and receive suggestions regarding effective coordination.

**TRAINING:**
All sworn personnel shall be trained in the existing Victim/Witness Assistance policies and procedures, and community victim/witness assistance programs available to support victims and witnesses of crime. This training is completed during the CRPD Regional Academy and as an ongoing basis. [55.1.3a]

**ANALYSIS:** [55.1.2]
The CRPD shall complete a documented review of victim/witness assistance needs and available services within Linn County at least every three (3) years. The review shall include the following elements:

- The extent of and the major types of victimization within the City of Cedar Rapids.
- An inventory of information and service needs for victim/witnesses of:
  - Attempted homicides and suicides
  - Domestic violence
  - Dependent Abuse
  - Child Abuse
  - Sexual crimes
  - Impaired drivers
- How the needs of the victims and witnesses are being met by other government agencies and community organizations.
- What needs remain unfulfilled?
  - What unfulfilled needs can the CRPD to fulfill?