

<b>Lower Providence Township Police Department Eagleville, Pennsylvania</b>		
<b>General Order</b> <input checked="" type="checkbox"/> <b>Special Order</b> <input type="checkbox"/> <b>Personnel Order</b> <input type="checkbox"/>	<b>ORDER NUMBER</b>	
	1003	
<b>Subject</b> <b>Victim/Witness Rights</b>		
<b>Date of Issue</b> February 4, 2020	<b>Effective Date</b> February 4, 2020	<b>Expiration Date</b> Until Amended or Rescinded
<b>Issued by:</b> Michael Jackson, Chief of Police		
<b>Amends</b>	<b>Rescinds</b>	
<b>Standard Number</b> 4.1.5		
<b>Distribution</b> 1. <b>General Order Manuals</b> 2. <b>Records Manual</b> 3. <b>Reading Verification to all Personnel</b>		

## I. PURPOSE

The purpose of this general order is to emphasize the needs of victims of crime and non-criminal incidents and the responsibilities of officers to provide information and guidance for these individuals.

## II. POLICY

Law enforcement officers are often in a unique position to assist victims of crime and other traumatic incidents that may have both immediate and long-term impact on their emotional recovery. Also, victims who feel that they were treated with understanding and concern for their hardship and suffering more frequently become enthusiastic about cooperating with the investigation and assisting in the prosecution. Therefore, it is the policy of this department to enhance the treatment of victims and survivors of crime and non-criminal crisis situations by providing the assistance and services necessary to speed their physical and emotional recovery, and to support and aid them as they continue to interact with the criminal justice system.

## III. PROCEDURE

### A. Pennsylvania Crime Victim's Bill of Rights

1. On June 14, 1993, Pennsylvania passed Act 1992-155 which significantly expanded the rights of crime victims in Pennsylvania. This Act also imposed certain responsibilities on all law enforcement agencies. Most of these responsibilities relate to requirements that we notify victims of their rights and basic services that are available to them.

**B. Legal Rights of Victims and Witnesses**

1. All members will treat victims and witnesses with fairness, compassion, and dignity. The responsibility of courteous treatment to victims cannot be delegated to other agencies, but must be assumed by all members of the police department.
2. The Lower Providence Township Police Department is committed to the development, implementation, and continuation of appropriate victim/witness assistance programs and activities to include the following objectives:
  - a. Protect the victim/witness from further harm;
  - b. To nurture cooperation between the police and the victim/witness;
  - c. To enhance willingness on the part of the victim/witness to assist in prosecution of criminal offenders.
3. Pennsylvania Title 18, Crimes and Offenses, Chapter 49, Subchapter B outlines procedures to help ensure that the victim/witnesses remain free from intimidation.

**C. Reporting Officer Requirements**

1. Statutory provisions designed to ensure that victims and witnesses are advised of the existence of available services, require officers to give each victim of crime the form entitled "Rights and Services Available to Victims of Crime in Pennsylvania" (PCCD Form VS155A, Attachment #1). This form contains the following information:
  - a. Pennsylvania's Victim Bill of Rights
  - b. Victim's Responsibility
  - c. Agencies to Assist the Victim
  - d. Domestic Violence Victims Rights
  - e. Crime Victim's Compensation Information
2. Lower Providence Township Police Officers are required to provide each victim of a crime a copy of PCCD Form VS155A. This will be documented in the narrative section of the 'Incident report'.
3. Also refer to General Order 1105, Pennsylvania Crime Victims Rights Act.

*Michael Jackson*

Michael Jackson  
Chief of Police