

**Lower Providence Township Police Department
Eagleville, Pennsylvania**

General Order ☒
Special Order ☐
Personnel Order ☐

ORDER NUMBER

1105

Subject

Pennsylvania Victims Crime Act

Date of Issue

February 4, 2020

Effective Date

February 4, 2020

Expiration Date

**Until Amended or
Rescinded**

Issued by:

Michael Jackson, Chief of Police

Amends

Rescinds

All Previous Orders

Standard Number:

4.5.1

Distribution

- 1. General Order Manuals**
- 2. Records Manual**
- 3. Reading Verification to all Personnel**

I. PURPOSE

The purpose of this general order is to provide members with guidelines on the Pennsylvania Crime Victims Act.

II. POLICY

It is the policy of the Lower Providence Township Police Department to comply with the Pennsylvania Crime Victims Act (18 P. S. § 11.101 et seq.) regarding responsibilities of state and local law enforcement agencies.

III. PROCEDURE

A. Responsibilities of State and Local Law Enforcement Agencies.

1. Training

- a. The Lower Providence Township Police Department shall insure that all members are familiar with crime victims' compensation. Instruction concerning crime victims' compensation shall be made a part of the training curriculum for all trainee officers.

2. Notice

- a. The Lower Providence Township Police Department shall, within 48 hours of reporting, give notice to the direct victim or, if appropriate, a member of the direct victim's family, of the availability of crime victims' compensation. This notice shall be in writing and in a manner and form developed by the Office of Victims' Services.

3. Forms

- a. The written notification provided for the victim shall be accompanied by one copy of the application form for crime victims' compensation. This application form shall be supplied by the Office of Victims' Service to law enforcement agencies. Lower Providence Township Police Department shall maintain a record of the date of all notifications.
- b. The form developed by the Office of Victims' Services shall be attached to the police report and shall include a victim checkoff signifying that the information has been provided to the crime victim.

4. Information

- a. The Lower Providence Township Police Department is responsible for providing basic information on services available for crime victims. The information shall be in writing, in a manner and form developed by the Office of Victims' Services, and shall be provided within 24 hours of the law enforcement agency's first contact with the victim.

5. Personal Injury Crimes

- a. In personal injury crimes, the Lower Providence Township Police Department shall make reasonable efforts to notify the victim of the arrest of the suspect as soon as possible. Unless the victim cannot be located, notice shall be provided not more than 24 hours after the arrest, filing, or forwarding of complaint.
- b. In personal injury crimes, The Lower Providence Township Police Department shall notify the victim of an inmate's escape from the custody of the law enforcement agency, sheriff, deputy sheriff or constable.
- c. When property of victim is seized it will be returned when no longer needed for prosecution or when deemed appropriate by the prosecutor.

B. Also see General Order 1003- Summary of Rights

Michael Jackson

Michael Jackson
Chief of Police