

## *Victim Notification Protocol*

*District Attorney's Office CCP Strategic Plan Update  
September 14<sup>th</sup>, 2015*

## Attachment B

### **Adult Offender:**

Fresh Offense: After a defendant is arrested, in some cases, the victim is contacted immediately by the Pre-Trial Services Unit to obtain the victim's statement regarding the defendant's custody status and to provide them with community resources or to answer questions. After arraignment (if the defendant is not placed on supervision through Pre-Trial), the victim is not contacted until the matter is referred to the probation department for a sentencing investigation. Multiple attempts are made to contact each victim if the first is not successful.

Once a sentencing investigation referral is received, a letter is sent to the victim detailing rights to restitution and requesting further comment by phone, letter, or in person. Should they not respond, the investigating court officer will attempt to contact them at their last telephone number of record, or in person. Victims who indicate they desire no contact or who have relocated are not typically contacted, in an effort to avoid any additional victimization by the court process. The victims who make contact or request contact are each notified of their rights under California law, and are typically provided information about community resources that can help to restore them.

Supervision: While defendants are supervised, victims who have indicated they would like updates are notified that they can make contact with the probation officer at any time to insure no re-victimization by defendants and to help restore them. The contact schedule is defined by the victims so that we can provide personalized aid to each victim.

### **Juvenile Offender:**

Intake: After a minor is arrested, any victim is contacted within 24 hours of the offense and is offered the opportunity to provide a statement in addition to any they may have provided to police. They are informed of the court process and are advised of their rights to request restitution. They are asked for any restitution amount that they are aware of at the time, and are provided with contact information to report any further damages or victimization they may uncover.

Supervision: If the victim is likely to be contacted by the minor or the minor's family (due to relation or proximity), they are contacted regularly to insure that minor is not threatening to reoffend against them and to make sure that they are receiving restitution. Contact with the victim varies based upon the nature of the offense. If it is a property crime, they are contacted to follow up with restitution and the minor's behavior. If it is violent or sexual, then contact depends on whether the victim wants contact or additional support (via referrals to community resources).