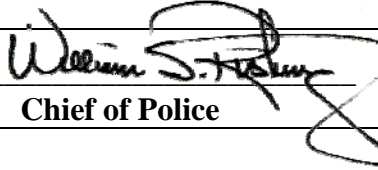


ALLEN POLICE DEPARTMENT		GENERAL ORDERS	
SUBJECT: CRIME VICTIM LIAISON OFFICER		NUMBER:	4400
EFFECTIVE DATE: 04 - 19 - 05		REVIEW DATE:	04 - 2007
AMENDS/SUPERSEDES: G.O. 4400 issued 02/28/03		APPROVED:	 Chief of Police
CALEA STANDARDS: 55.1			

Note: This General Order is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this General Order, if proven, can only form the basis of a complaint by this Department and only in a non-judicial, administrative setting.

INDEX WORDS:

Command
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Procedural Steps

I. PURPOSE

To establish guidelines for giving notice to crime victims, either in person or by mail, or to their dependents at the time of the incident or as soon as possible thereafter, and to provide them with the necessary application forms for filing under the Texas Crime Victim's Compensation Act.

II. POLICY

Contained in this order is information relating to the Texas Crime Victim's Compensation Act and Departmental personnel deemed responsible for the administration of those matters.

III. COMMAND

The Texas Crime Victim's Liaison Officer shall be under the command of the Criminal Investigation Division Commander. The Captain of the Criminal Investigation Division may appoint one or more designated alternates, within the Criminal Investigation Division, to handle the duties of the Texas Crime Victim's Liaison Officer during his absence.

IV. CRIME VICTIM ELIGIBILITY

- A. To be eligible for compensation, a victim/dependent must comply with the following requirements:
1. Be a Texas resident; or a resident of another state of the United States, District of Columbia, Puerto Rico or any possession or territory of the United States and sustained personal injury or death as a victim of a violent crime;
 2. Be an innocent victim, intervenor, or dependent;
 3. Report the crime to the Police;
 4. The crime directly resulted in personal injury or death; and
 5. The crime occurred on or after January 1, 1980.
- B. A victim of a crime is not eligible if the loss sustained is:
1. Pain and suffering only, unaccompanied by any financial stress or pecuniary loss;
 2. Stolen or damaged property.

V. PROCEDURAL STEPS

- A. When a crime is reported to the Department which in the opinion of the investigating officer, may fall under the provisions of the Act, the investigating officer will advise the victim or dependent of the victim of the basic provisions of the Act. "You may be eligible for benefits under the Texas Crime Victim's Compensation Act."

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- B. The investigating officer will advise the victim or dependent of the victim to contact the designated Crime Victim Liaison Officer for further information;
 - 1. The Sergeant of the Criminal Investigation Division is the designated Crime Victim Liaison Officer of the Allen Police Department.
- C. The Criminal Investigation Division Sergeant will review all incident reports to determine which offenses qualify for notification. The case will then be assigned to an investigator for follow up and issuance of the Texas Crime Victim's Compensation Act application packet.

VI. CRIME VICTIM LIAISON OFFICER DUTIES

- A. Notification and assistance to the victims - the Crime Victim Liaison Officer shall follow up on any report submitted to properly notify eligible victims and make available the necessary application forms. The Crime Victim Liaison Officer is not required to assist the victim in preparing the application.
 - 1. With the implementation of this General Order, Patrol Division personnel will no longer be responsible for providing the victims of offenses under this Act with Crime Victim's packet. Patrol Division personnel shall issue only a form APD-188, NOTICE TO ADULT VICTIMS OF FAMILY VIOLENCE. All other correspondence shall be the responsibility of the Crime Victim's Liaison Officer.
- B. The Crime Victim Liaison Officer shall keep a record (Form APD-184-Crime Victim's Compensation Victim Notification Log) of all persons notified under this Act. This record shall include the offense report (service) number, how the victim is notified (in person or by mail) and the date of notification, and by whom. If the person notified is one other than victim, list the name, address and relationship to victim.
- C. The Crime Victim Liaison Officer shall have on file a copy of the complete text of the Act for reference, clarification, and training.
- D. The Crime Victim Liaison Officer shall prepare and provide in-service training on this Act to all Department personnel.
- E. The Crime Victim Liaison Officer shall keep current on any amendments or changes to the Act and advise all personnel accordingly.

- F. The Crime Victim Liaison Officer shall notify the following party of the fact of his designation as the Department Crime Victim Liaison Officer, together with his name, address, and phone number:

**Division Chief
Office of the Attorney General
Crime Victims Compensation Division
P.O. Box 12198
Austin, Texas 78711-2198
(512) 936 - 1200**

VII. CORRESPONDENCE AND SUPPLIES

- A. The Crime Victim Liaison Officer shall respond to all inquiries about the Act from interested persons.
- B. The Crime Victim Liaison Officer shall respond to all inquiries from the Attorney General's Office concerning a victim's claim for benefits.
- C. The Crime Victim Liaison Officer shall order and maintain a supply of application forms supplied by the Attorney General's Office, Crime Victims Compensation Division at the address listed in Chapter VI, Subsection F.
- D. The Crime Victim Liaison Officer shall implement these written procedures whereby victims or their families are notified and provided forms for filing under this Act.
- E. The Crime Victim Liaison Officer shall keep on file a copy of these written procedures and make them available for examination upon request by the Attorney General's Office.

VIII. EFFECTIVE DATE

- A. Any previous directive, rule, order or regulation that pertains to this subject matter and its amendments shall remain in full force and effect for any violation(s) which occur prior to the effective date of this General Order.
- B. If any section, sentence, clause or phrase of this General Order is, for any reason, held to be invalid, such decision shall not affect the validity of the remaining

portions of this General Order.

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- C. All training on this General Order will be in accordance with General Order 100, Written Directive System, Chapter VIII, Training and as directed by this General Order, specifically Chapter VI. D.
- D. The effective date is stated in the header block of this General Order.

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APD-184

**ALLEN POLICE DEPARTMENT
ALLEN, TEXAS**

NOTICE TO ADULT VICTIMS OF FAMILY VIOLENCE

It is a crime for any person to cause you any physical injury or harm, EVEN IF THAT PERSON IS A MEMBER OR FORMER MEMBER OF YOUR FAMILY OR HOUSEHOLD.

Please tell the investigating Peace Officer:

IF you, your child or any other household resident has been injured; or

IF you feel you are going to be in danger when the officer leaves or at a later time.

You have the right to:

ASK the local prosecutor to file a criminal complaint against the person committing family violence; and

APPLY to a court for an order to protect you (you should consult a legal aid office, a prosecuting attorney or a private attorney.) For example, the court can enter an order that:

1. the abuser not commit further acts of violence;
2. the abuser not threaten, harass or contact you at home;
3. directs the abuser to leave your household; and
4. establishes temporary custody of the children and directs the abuser not to interfere with the children or any property.

A violation of certain provisions of court-ordered protections (such as 1 & 2 above) is a criminal offense. For more information concerning your rights as a victim of a crime, guardian of a victim or close relative of a deceased victim, you may contact:

Crime Victim Liaison Officer
Allen Police Department
Criminal Investigation Division
205 West McDermott
Allen, Texas 75013
(214) 509-4238

For additional information about the Crime Victim’s Compensation Act, you may also contact:

Victim Assistance Coordinator
Collin County District Attorney’s Office
(972) 424 - 1460 ext. 4323 or (972) 548-4323

Call the following **Violence Shelters** or Social Organizations if you need protection:

- Women’s Shelter - (972) 422 - SAFE
- Information & Referral of Plano (972) 422 - 1850
- Salvation Army - (972) 424 - 6983
- Samaritan Inn (8 pm - 7 am) (972) 542 – 5302

You may call the Allen Police Department, Criminal Investigation Division at (214) 509-4238 for the status of your case and to obtain information about victim’s rights. If you have an emergency, **DIAL 911**,

to obtain assistance from the Allen Police Department and Emergency Medical Services.

**Departamento de Policia
Ciudad de Allen**

ANUNCIO A VICTIMAS ADULTAS DE VIOLENCIA EN LA FAMILIA

Es un delito si alguna persona causa a usted dano fisica, A UN CUANDO ESA PERSONA ES FAMILIA O EXMIEMBRO DE SU FAMILIA.

Por favor, diga La Policia:

Si usted, su hijo o otro residente de la casa esta herido; o

Si usted cree que estara en peligro cuando sale la policia o mas tarde.

Usted tiene el derecho:

PEDIR al acusador municipal presentar una queja criminal en contra da le persona que comete violencia En la familia; y

PEDIR al tribunal para una orden de proteccion (usted debe consultar la oficina de ayuda legal. o un Abogado.) Por ejemplo, el tribunal puede dar una orden que:

1. la persona no puede hacer mas actos de violencia;
2. la persona no puede amenazar, molestar o tener contacto con usted en su casa;
3. manda que la persona salga de su casa; y
4. establece custodia provisional de los hijos y mande la persona no puede interferir con los hojos o propiedad.

UNA VIOLACCION DE ALGUNAS PROVISIONES DE PROTECCION ORDENADO POR EL TRIBUNAL (como 1 y 2 por arriba) ES UN DELITO.

Para mas informacion sobre sus derechos como victima de delito, guardiano de victima o familia de una victima difunta, puede contactar con;

Crime Victim Liaison Officer

Allen Police Department
Criminal Investigation Division
205 West McDermott Dr.
Allen, Texas 75013
(214) 509-4238

Para mas informacion sobre el Acto de Compensacion Para Victimas de Delitos, puede contactar con;

Victim Assistance Coordinator

Collin County District Attorney's Office
(972) 424-1460 ext. 4323 or (972) 548 4323

Llame a los siguientes Refugios o Organizaciones Sociales si usted necesita proteccion;

Refugio de mujeres – (972)422-SAFE
Informacion y Ayuda de Plano (972) 422-1850
Salvation Army (972)424-6983
Samaritan In (8 pm – 7 am) (972) 542-5302

Usted puede llamar al Departamento de Policia de Allen, Division de Investigacion Criminal a (214) 509-4238 para el estado de su causa y para obtener informacion sobre los derechos de las victimas. Si tiene emergencia, Llamme 911 para obtener ayuda del Departamento de Policia de Allen Y Personal de Emergencia Medico Servicios.