



**YARMOUTH POLICE DEPARTMENT
POLICY AND PROCEDURE
SPECIAL VICTIMS UNIT
2018-13**

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Review Date :

Revised:

Issuing Authority:

Chief Frank G. Frederickson

Certification Standards:

Accreditation Standards:

Optional Accreditation Standards:

Policy

It is the policy of the Yarmouth Police Department to provide victims and witnesses of domestic/sexual violence and other serious crimes with support and assistance through cooperative efforts with community stakeholders, to prevent further victimization. Community stakeholders are individuals and entities in the community who work to foster effective intervention in and prevention of domestic/sexual violence.

The Yarmouth Police Department's Special Victims Unit will work in a cooperative effort to address issues involving incidents of domestic violence, sexual assault, stalking, and dating violence within our community.

Yarmouth Police Department Special Victims Unit will consist of the Detective Lieutenant, Detective Sergeant, Assigned Detective and Victim Services Specialist/Advocate.

The Special Victims Unit will meet quarterly to review and process cases, evaluate the effectiveness of the Unit, and strategize for all ongoing cases.

Reporting

As incidents of domestic violence, sexual assault, stalking, and dating violence are reported to any sworn officer, of the Yarmouth Police Department, a detailed report will be written and submitted in a timely manner. The designated on duty Patrol Sergeant will review each report, during their shift, and forward them to both the Detective Sergeant Inbox and the Domestic/Sexual Violence Inbox, within IMC. The Detective Sergeant and Victim Services Specialist/Advocate will review all contents of their respective Inboxes, on a daily basis.

Detective Sergeant Responsibilities The Detective Sergeant will review all reports and will assign the domestic violence, dating violence, and stalking related reports to the Victim Services Specialist/Advocate.

The Detective Sergeant will assign all sexual assault cases to the Special/High Risk Victims Unit Detective, or his designee, who will include the Victim Services Specialist/Advocate in victim outreach, follow-up, and offer services throughout the life of the case.

Victim Services Specialist/Advocate The Victim Services Specialist/Advocate will review each domestic violence, dating violence and stalking related case and conduct follow-up with the victim, any possible witnesses and/or their families to offer all appropriate support services.

The Victim Services Specialist/Advocate will be included in victim outreach, follow-up and will offer services throughout the life of any sexual assault cases.

The Victim Services Specialist/Advocate will maintain frequent communication with the designated Court Officer pertaining to upcoming court dates, and pertinent information to help support victims.

The Victim Services Specialist/Advocate will maintain regular communication with Victim Witness Advocates at the Cape & Islands District Attorney's Office to have a collaborative approach when following up with victims and providing the necessary support services.