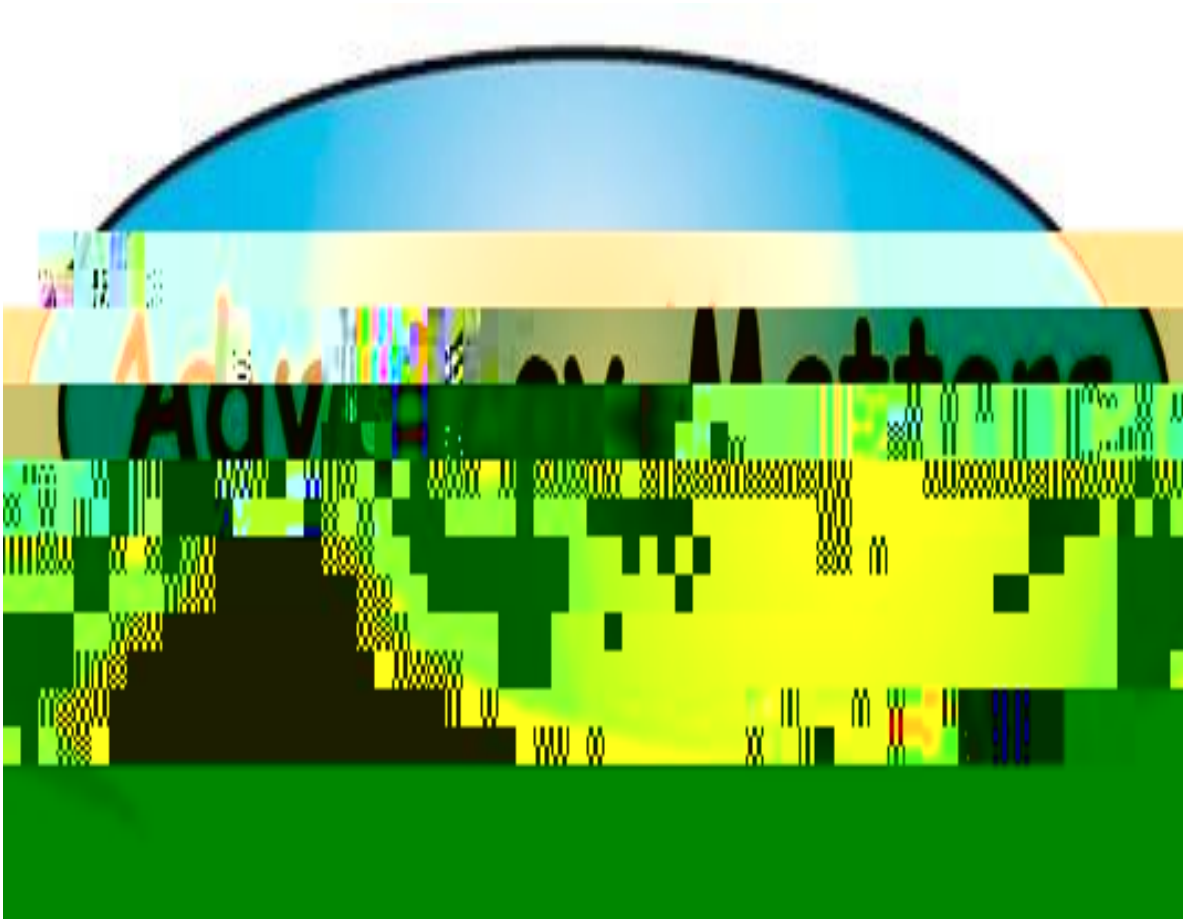


(TIMBER) COUNTY



VICTIM ASSISTANCE PROCEDURAL MANUAL (SAMPLE)

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Purpose for Developing the Victim Assistance Procedural Manual

VICTIM ASSISTANCE PROGRAM OR AGENCY MISSION STATEMENT, AND GOALS AND OBJECTIVES

(Note): Document your victim assistance program or mission statement, goals and objectives.

VICTIM ADVOCATE JOB DESCRIPTION

Serve as full time victim advocate for the (Tiny) County Sheriff's Department providing direct victim services to crime victims

Provide crisis intervention to crime victims

Establish an efficient and confidential system of case management

Provide crime victims case status updates and information

Inform crime victims of their rights

Assist crime victims with filing crime victim compensation applications

Assist crime victims with completing and submitting Victim Impact Statements

Assist crime victims throughout the criminal justice process including in magistrate, municipal and or general sessions court

Provide courtroom orientation

(Note):

Victim Services Statutes

For Additional Information Online:
www.scstatehouse.gov/code/statmast.htm.

Role of Law Enforcement: Section 16-3-1520 through 1545

Role of Jails, etc.: Sections 16-3-1525 (H) through 1560

Role of Prosecutors: Sections 16-3-1515 1555

Role of Courts: Sections 16-3-1525 (H) through 1555

Role of Various State Agencies: Sections 16-3-1530 - 1540

Role of the Attorney General: Section 16-3-1560(B)

Legislative Intent: Section 16-3-1505

Role and Responsibilities of Victims: Section 16-3-1515

CASE MANAGEMENT OF FILES

(Note): Outline how you manage crime victim cases in your office.

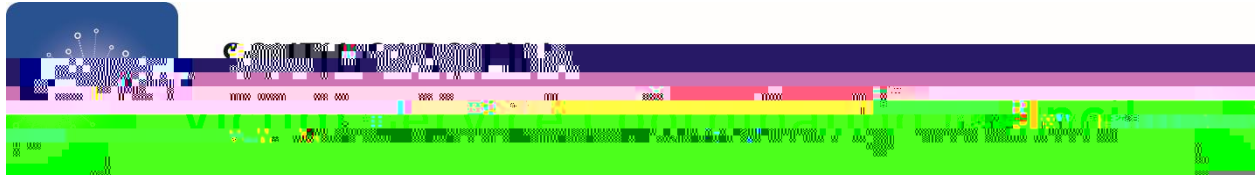
Requesting The Use Of Victim Assistance Fines, Fees And Assessment Fund For Purchases

(All must be related to providing direct victim services to crime victims and in accordance with Approved Guidelines)

Prepare a written letter outlining your reason(s) for making the request for funds

Do your research and have some knowledge as to the estimated cost for the item(s) being requested and attach it to your request

Establish a chain of command as to who you will provide copies of the request for signature approval, and forward to the finance office for distribution



Approved Guide for Expenditures of Monies Collecte

3. Expenses for a victim may be reimbursed to the Victim Service Provider (VSP) only while providing direct victim services at the rate of per diem for meals and transportation
4. Computers, computer software, internet connection, website for personnel providing direct crime victim services;
5. Automated victim information and notification systems;
6. Victim related training and conference registration, hotel accommodations for personnel providing direct crime victim services;
7. Office space, furniture, equipment (teleph

**Additional Approved Guidelines for Expenditures of Monies Collected for
Crime Victim Service in Municipalities and Counties
Effective April 1, 2018**

The following is a list of additional
by county and municipal governments pursuant to Sections 14-1-206, 14-1-207, 14-1-208,
and 14-1-211 exclusively for the purpose of providing victim services; including but not
limited to:

1. Funds may be used for attorneys to represent and provide legal services for crime victims. Attorneys providing this service are required to maintain statistical reports to include but not limited to the number of victims, types of victims and services

- A. Rent (% applied if dual role)**
- B. Phone (% applied if dual role)**
- C. Computer (to be used solely by Financial Support Specialist)**
- D. Software (to be used solely by Financial Support Specialist)**

It is important to remember that policies and procedures are required to be developed, updated and maintained for auditing purposes.

N

TRAINING

RESOURCES

(Note): List local resources used to assist crime victims and notate your process and procedure for assisting crime victims.

Keep your list of resources updated.

PUBLICATIONS

(Note): It is important to develop various brochures and flyers with your agency logo and victim assistance program contact information. Victims need to know how to reach you during and after business hours.

Having something tangible for victims to read later is very important! Victims always remember what advocates tell them or whom they have met with. Initially victims from too much information immediately following the crime. This may very well be due to their victimization and the trauma they are experiencing or have experienced.

Develop a procedure for requesting and ordering brochures and flyers for your victim assistance program.

Brochures and/ or flyers can be paid out of the Victim Assistance Fines, Fees and Assessment Fund. Please call the DCVC Auditing team for additional information. They can be reached at 803.734.1900.

Working Together Can Make A Difference!



