

P.O. 239 Victim/Witness Assistance

Effective From:	07-26-2021	Effective To:	Current
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MM. *P.O. 239 - Victim/Witness Assistance*

1. PURPOSE

- i) This procedure is intended to provide guidance for the implementation of the Basic Rights for Victim and Witness Assistance Program as granted in [LRS 46:1844](#).

2. COMMAND RESPONSIBILITY

- i) The administration of the Victim Witness Assistance Program shall be under the supervision of the Superintendent or designee.
- ii) The Superintendent or designee shall serve as a liaison between the Department and other criminal justice and public service agencies concerned with the rights of victims and witnesses.
- iii) Each troop/section shall set up a filing system to maintain records of victim registration forms.
 - a) These files shall be kept separate from case files/arrest files.

3. DELIVERY OF SERVICES

- i) State Police officers shall distribute the Louisiana Victim Notice & Registration Form and the LSP Victim/Witness Brochure to those affected by any of the enumerated offenses of [LRS 46:1842](#).
- ii) First-line supervisors shall ensure the Victim Notice and Registration Forms are filled out and distributed in the following manner:
 - a) Print all information using blue or black ink only. Ensure all information can be read clearly on each copy. If not, rewrite the information on the illegible copies.
 - b) Section “A” is to be completed by the investigating officer. Agency Tracking Number (ATN #) is the Department file number or citation number used to track the report. State Identification Number (SID #) refers to the number assigned to an individual from a previous arrest. If this number is unknown, leave the space blank.
 - c) Section “B” is to be completed and signed by the victim (parent, guardian, or designated family member if the victim is a minor).
 - d) If the crime victim is a minor, include a parent or guardian’s name as the person requesting notification.
 - e) If the crime victim is incapacitated or deceased, a designated family member as defined under LRS 46:1842(5) may request notification.
 - f) Provide the crime victim with the completed blue copy.
 - g) Forward the gold copy to the appropriate District Attorney’s office.
 - h) Deliver the pink copy to the jail with the prisoner, which will ensure the victim/family is notified properly as outlined in statute.
 - i) The arresting agency must maintain the green copy on file, separate from the arrest file/documents. This form is not public record, and all law enforcement agencies shall keep its contents confidential. This information shall be released only upon court order, specific to the document, after contradictory hearing.
 - j) Ensure the crime victim marks the section titled “I acknowledge receipt of this form,” or the section titled “I decline to register for notification at this time.” Ensure the crime victim signs the form.
 - k) The District Attorney’s office is responsible for notifying the crime victim of all court proceedings. If notification of court proceedings is made by the Clerk of Court’s office, then the District Attorney is responsible for notifying the Clerk of Court of the Victim Notice and Registration Form information.

- l) If the accused individual is arrested multiple times in the same night (arrested, released, arrested again) complete a separate registration form for each arrest.
- m) If unsure whether the crime qualifies as one of the enumerated offenses under LRS [46:1842\(15\)](#), complete the form and follow all procedures.
- n) If the jail refuses to accept a prisoner, then the State Police will be considered the agency having custody of the accused. Prior to releasing the accused, the arresting officer, or other Department commissioned personnel, shall notify the crime victim of the accused individual's pending release. The individual making notification shall use the "Victim Notification Log" on the back of the pink/jail copy and log all attempts to contact the crime victim. Officers shall note in the comment section if contact was made or not, and any other pertinent information. If officers are unable to make contact with the victim by phone, an officer shall be sent to the victim's residence in an attempt to make contact.
- o) If the crime victim refuses to complete or to sign the form, complete all known information, send the District Attorney's copy to the appropriate office and file all other copies at the troop/section. Note on the form that the crime victim refused to complete or sign the form. These forms will act as proof that the officer/Department complied with the law and offered the crime victim the opportunity to register for notification.
- p) If the crime victim declines to register, but later reconsiders, complete the form at that time. Contact the jail and ascertain if the accused/convicted individual has been released from custody. If so, advise the crime victim and complete the "Victim Notification Log" on the back of the pink/jail copy. File the pink/jail copy with the green agency copy. If the accused/convicted individual has not been released from custody, deliver the pink/jail registration form to the jail.
- q) If the crime victim declines to register, but then reconsiders, and over 24 hours has elapsed since the accused individual was arrested, direct the crime victim to the appropriate District Attorney's office in order to start the registration process.
- iii) The rights of victims and witnesses are listed on the back of the "Louisiana Victim & Notice Registration Form" (LVNRF). The phone numbers for the Victim Assistance Coordinators throughout the state are listed below. Troopers, when distributing the LVNRF, shall refer victims to these parish coordinators when so requested.
- iv) The Crime Victims Services Bureau contact number for the Louisiana Department of Public Safety and Corrections is (888) 342-6110.
- v) The Department shall provide appropriate assistance to those victims and witnesses who have been threatened or who in the judgment of the investigating officer express specific, credible reasons for fearing intimidation or further victimization. The investigating officer will make every effort, using available resources to offer the appropriate assistance. Such assistance could include but not be limited to placing a victim/witness in protective custody, transporting victim/witness to a protective shelter or other family member's residence, and/or providing the victim/witness with the LVNRF.
- vi) Department investigators shall refer victims/witnesses and survivors to the appropriate Victim Assistance Program Coordinators. The Department shall assist the victims, witnesses, and survivors by advising them of the primary investigator's name and telephone number to report or receive additional information about the case. The primary investigators business card will be sufficient.
- vii) During follow up investigations, the primary investigator, when feasible, shall:
 - a) Coordinate with the appropriate District Attorney's Office within 10 days to determine that the needs of the victim/witness are being met as required by R.S. 46:1844.
 - b) Inform victims, witnesses, and survivors of important aspects of the case (arrest, charges filed, etc.), if not an endangerment to the prosecution.

- c) Ensure the role of the victims, witnesses, and survivors in the prosecution of the case has been explained to them.
 - d) Schedule interviews, line-ups, and other required appearances at the convenience of the victims, witnesses, and survivors. Provide transportation if absolutely necessary and feasible.
 - e) Return all of the property belonging to the victims, witnesses, and survivors as soon as possible or when no longer needed as evidence.
 - f) Reporting officers should indicate the use of the Louisiana Victim Notice & Registration Form in CAD/RMS by checking the “LAVNS Issued” box in the “Event Statistics” section of the Offense/Incident Report.
 - g) Contacts shall be noted in either the CAD event narrative or in the RMS case notes. In both areas, entries should be labeled “Victim/Witness Assistance”.
 - h) Notification of next of kin shall be addressed in accordance with LRS [46:1844A\(3\)](#).
4. Louisiana Victim Assistance Program Coordinators
- i) Troop A
 - a) Ascension (225) 472-2712
 - b) East Baton Rouge (225) 389-3476
 - c) East and West Feliciana (225) 683-8563
 - d) Iberville, Pointe Coupee and West Baton Rouge (225) 638-5531
 - e) Livingston (225) 686-2241
 - f) St. James (225) 562-2385
 - ii) Troop B
 - a) Jefferson (504) 368-1020
 - b) Orleans (504) 827-7272
 - c) Plaquemines (504) 392-6690 ext. 4427
 - d) St. Bernard (504) 271-1658
 - e) St. Charles (985) 783-1355
 - f) St. John the Baptist (985) 652-1716
 - iii) Troop C
 - a) Lafourche (985) 447-2003
 - b) St. James and Assumption (985) 562-2385
 - c) St. John the Baptist (985) 652-1716
 - iv) Troop D
 - a) Allen (337) 639-2641
 - b) Beauregard (337) 463-5578
 - c) Calcasieu (337) 437-3140
 - d) Cameron (337) 775-5713
 - e) Jefferson Davis (337) 824-1893
 - v) Troop E
 - a) Avoyelles (318) 253-6587
 - b) Catahoula and Concordia (318) 336-5526
 - c) Grant (318) 627-3205
 - d) LaSalle (318) 992-7326
 - e) Natchitoches (318) 357-2214
 - f) Rapides (318) 442-9222
 - g) Sabine (318) 256-6246
 - h) Vernon (337) 238-1311
 - i) Winn (318) 628-2141
 - vi) Troop F
 - a) Caldwell (318) 649-7410
 - b) East Carroll, Madison, and Tensas (318) 574-1706
 - c) Franklin, Richland, and West Carroll (318) 728-7400

- d) Jackson (318) 259-4112
- e) Lincoln and Union (318) 251-5100
- f) Morehouse (318) 281-4907
- g) Ouachita (318) 388-4720
- vii) Troop G
 - a) Bienville and Claiborne (318) 259-4112
 - b) Bossier (318) 965-2332
 - c) Caddo (318) 226-5904
 - d) DeSoto (318) 872-2991
 - e) Red River (318) 932-4035
 - f) Webster (318) 377-7557
- viii) Troop I
 - a) Acadia (337) 788-8719
 - b) Evangeline (337) 363-3438
 - c) Iberia (337) 369-4431
 - d) Lafayette (337) 232-5170
 - e) St. Landry (337) 948-3041, EXT. 19
 - f) St. Mary (337) 369-4431
 - g) St. Martin (337) 369-4431
 - h) Vermilion (337) 898-4320
- ix) Troop L
 - a) St. Helena (225) 222-6492
 - b) Tangipahoa (800) 572-0083
 - c) St. Tammany (985) 898-2392
 - d) Washington (985) 839-6581