

**GENERAL ORDERS MANUAL
WESTERN MICHIGAN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY**

I. PURPOSE

The purpose of this general order is to address the rights and needs of victims of crimes. It is also the purpose of this directive to outline the responsibilities of the Western Michigan University Police Department as prescribed by the Michigan Crime Victim's Rights Act of 1985.

II. STATE LAW

The Michigan Crime Victim's Rights Act of 1985 and Article 1, Section 24 of the Constitution of the State of Michigan, explain the responsibilities of the police, prosecutor, and other members of the criminal justice system. Within 24 hours after the initial contact with the victim of a reported serious misdemeanor, the reporting officer shall give the victim the following information in writing:

- A. The availability of emergency and medical services, if applicable.
- B. The availability of victim's compensation benefits and the address of the crime victim's compensation board.
- C. The address and telephone number of the prosecuting attorney whom the victim should contact to obtain information about the victim's rights.
- D. The following statements:
 - 1. "If you would like to be notified of an arrest in your case or the release of the person arrested, or both, you should call the Western Michigan University Police Department at (269) 387-5555 and inform them."
 - 2. "If you are not notified of an arrest in your case, you may call the WMU Police Department at (269) 387-5555 for the status of the case."

III. VICTIM SERVICES DURING PRELIMINARY INVESTIGATION

- A. Officers responding to an incident scene will determine if there is a need for victim assistance. The victim may ask directly for assistance or, by listening and observing, the officer may be able to identify needs of the victim.
- B. Officers should be supportive and willing to contact a service agency, family member, or others as needed or requested.
- C. Officer should explain to the victim procedures involved in the investigation and prosecution of the case. The officer should attempt to answer any questions and explain to the victim the importance of their participation in the investigative process.

- D. The Victim/Witness Unit of the Kalamazoo County Prosecuting Attorney's Office has taken responsibility of notifying victims of court hearing dates and other post arrest information in cases charged through the Kalamazoo County Prosecutor's Office.

IV. VICTIM INFORMATION CARD

Officers having an initial contact with the victim of a crime shall provide the victim with a "Victim Information" card. The officer will neatly print his/her name, badge number, and the complaint number, along with the date in the appropriate spaces on the card. If the person reporting the crime is not the victim or other circumstances prevent giving the card to the victim upon the initial contact, the officer will document the reason in the police report. Officers should attempt to contact the victim and supply the "Victim Information" card within 24 hours of the initial contact.

V. RETURN OF PROPERTY

The Act requires a police department to promptly return property belonging to the victim which was taken in the course of the investigation. Exceptions include contraband, property whose ownership is disputed, weapons, and evidence that the prosecuting attorney certifies that there is a need to retain.

Issued Date: 06/01/88

Revised Date: 08/21/17

Issued by



Scott Merlo
Director of Public Safety