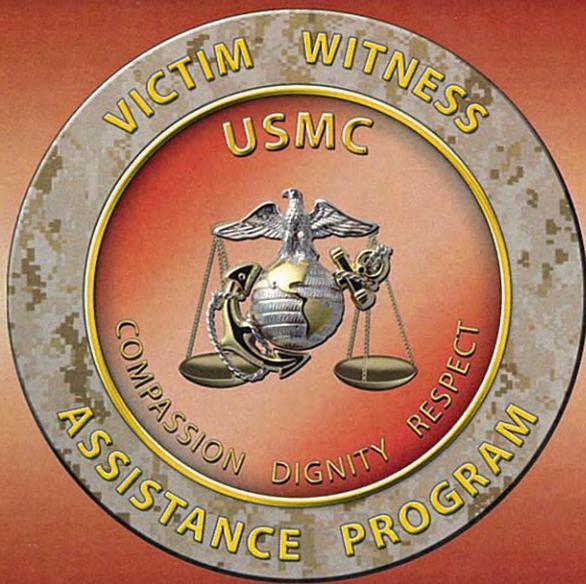


# USMC VWAP CONFERENCE

7-9 JUNE 2010



*"TOGETHER WE CAN  
MAKE A DIFFERENCE"*

*SPONSORED BY:*

**THE OFFICE OF THE STAFF JUDGE ADVOCATE  
TO THE COMMANDANT OF THE MARINE CORPS**

**&**

**U.S. DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS  
OFFICE FOR VICTIMS OF CRIME**



**DEPARTMENT OF THE NAVY**  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

Dear Marines and Civilian Marines:

It is my privilege at Judge Advocate Division to present *the 2010 Marine Corps Victim Witness Assistance Program (VWAP) Conference*. The Marine Corps' VWAP has been critical in assisting victims and witnesses of crime in all areas of operation and aboard our numerous bases and installations. While we are making great strides in improving our program, many challenges remain to ensure that we provide victims and witnesses of crime the best possible support.

The goal of this conference is to increase your understanding of the VWAP and its potential impact on those who suffer the consequences of crime, especially victims of violent crime such as sexual assault. In that regard, we have prepared an excellent lineup of speakers who will address the impact that crime has on victims, the recognized best practices in supporting victims and witnesses through the criminal justice system, and the basics of the Marine Corps VWAP.

During this conference, I hope that we will broaden your view of the scope of victim and witness assistance, from the moment the crime takes place, through the end of the criminal justice process.

Sincerely,

A handwritten signature in black ink, reading "Vaughn A. Ary".

Major General Vaughn Ary  
Staff Judge Advocate to the  
Commandant of the Marine Corps



## USMC FY10 VICTIM WITNESS ASSISTANCE PROGRAM

Training Conference

7-9 June 2010

Gray Research Center

Marine Corps Base Quantico, VA

### AGENDA

#### Monday, 7 June 2010

0730-0750:	Check-in, conference/training materials distributed
0800-0820:	Welcoming Remarks Major General Vaughn Ary Staff Judge Advocate to the Commandant of the Marine Corps
0820-0900:	Victim Witness Assistance Program Overview Major Parsons, USMC VWAP Representative Judge Advocate Division
0900-0910:	Break
0910-1000:	VWAP Basics, Question & Answer Session Major Parsons, USMC VWAP Representative Judge Advocate Division
1000-1010:	Break
1010-1140:	Impact of Crime on Victims Ms. Anne Seymour
1140-1300:	Lunch
1300-1500:	Communicating with Victims Ms. Anne Seymour
1500-1510:	Break
1510-1700:	How to Prevent and Cope with Stress, Vicarious Trauma and Burnout Ms. Anne Seymour

**Tuesday, 8 June 2010**

0800-0850:	Confinement Issues Mr. Radomet Pagan/GySgt Parra HQMC/PSL Corrections, Arlington, VA
0850-0900:	Break
0900-0920:	USMC Criminal Investigation Division (roles) Agent Chipps (or CID Agent) CID, MCB Quantico
0920-0940:	USMC Military Police (roles) MSgt Anderson (or MP Officer) PMO, MCB Quantico
0940-0945:	Break
0945-1115:	Supporting Victims of Sexual Assault Ms. Teresa Scalzo, Code 20, Office of the JAG Washington, DC
1115-1245:	Lunch
1245-1400:	Transitional Compensation Ms. Elaine Woodhouse, HQMC, Marsh Center MCB Quantico
1400-1410:	Break
1410-1500:	Family Advocacy Program Ms. Chelsey Jones, FAP Case Manager Camp Pendleton, CA
1500-1510:	Break
1510-1630:	Crime Victims and the Role of Civilian Victim Advocates Ms. Heather Guerrero, Victim Advocate Camp Pendleton, CA

**Wednesday, 9 June 2010**

0800-0900:	Naval Criminal Investigative Service (roles) Special Agent Tess Berg, NCIS Washington, DC
0900-0910:	Break
0910-1010:	Naval Clemency and Parole Board Mr. Randall Lamoureux, President, NC&PB Washington, DC
1010-1020:	Break
1020-1120:	Court-Martial Process & Art 120 Overview Captain Barnett Judge Advocate Division
1120-1245:	Lunch
1245-1345:	Civilian Side of Victim Witness Assistance Ms. Karen Spinks, Victim Witness Coordinator US Attorney's Office, Eastern Virginia
1345-1400:	Break
1400-1500:	Q&A/Closing Remarks

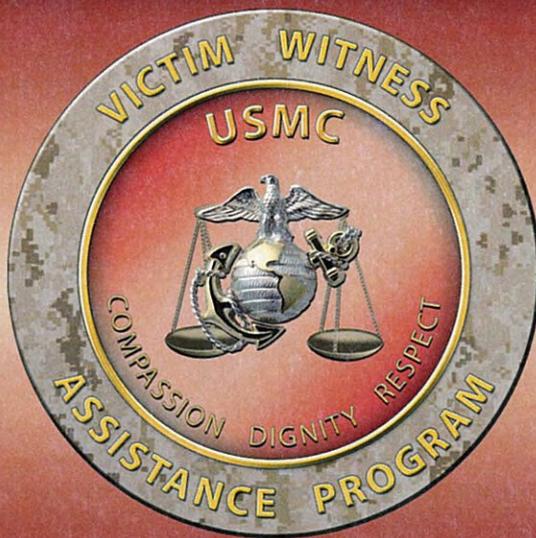


## USMC VWAP CONFERENCE 7-9 JUNE 2010

### *TABLE OF CONTENTS*

1	VWAP Overview and Basics
2	Impact of Crime on Victims
3	Communicating with Victims
4	How to Prevent and Cope with Stress, Vicarious Trauma and Burnout
5	Confinement Issues
6	USMC Criminal Investigation Division/PMO roles
7	Supporting Victims of Sexual Assault
8	Transitional Compensation
9	Family Advocacy Program; Crime Victims and the Role of Civilian Victim Advocates
10	Naval Criminal Investigative Service roles
11	Court-Martial Process and Article 120, UCMJ Overview
12	Directives and Instructions: DoD Directive 1030.01, DoD Instruction 1030.2, SecNav Instruction 5800.11B, Legal and Administration Manual (Ch. 6), VWAP AIRS Checklist
13	Resources and Referrals: National Information and Referral Resources for Crime Victim/Survivor Assistance, Victim Assistance/Criminal and Juvenile Justice related Web Sites, and Military and Civilian Resources

# VWAP OVERVIEW AND BASICS



*"TOGETHER WE CAN  
MAKE A DIFFERENCE"*

*MAJOR BREVEN C. PARSONS, USMC  
JUDGE ADVOCATE DIVISION*



## 2010 VWAP Conference Overview

# CONFERENCE GOALS

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- 1. Refresher/Basic Training for VWLO and VWAP representatives**

# CONFERENCE GOALS

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1. Refresher/Basic Training for VWLO and VWAP representatives
2. ***Understand impact of crime and justice system upon victims, especially victims of violent crime such as sexual assault***

# CONFERENCE GOALS

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1. Refresher/Basic Training for VWLO and VWAP representatives
2. Understand impact of crime and justice system upon victims, especially victims of violent crime such as sexual assault
3. ***Improve Marine Corps Installation programs to provide best support to our victims and witnesses***

# CONFERENCE GOALS

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1. Refresher/Basic Training for VWLO and VWAP representatives
2. Understand impact of crime and justice system upon victims, especially victims of violent crime such as sexual assault
3. Improve Marine Corps Installation programs to provide best support to our victims and witnesses
4. ***Focus on best practices to accomplish #3***



# VWAP - PROGRAM OVERVIEW

# VWAP: PURPOSE & GOALS

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- Ensure that victims and witnesses receive appropriate response and assistance
- Protect victims from further harm or hardship
- Ensure all victims are aware of their rights and are provided services they need
- Employ a multi-disciplinary approach to assisting victims and witnesses by combining the services of law enforcement, family advocacy, medical, legal corrections, and command personnel.

# VICTIM AND WITNESS ASSISTANCE PROGRAM (VWAP) - REFERENCES

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- Victim Witness Protection Act of 1982 – establishes VWAP
- Victims of Crime Act of 1984 – DOJ funded/Victims have fund
- Crime Control Act of 1990 – Victims right to information about offenders
- NDAA 1994 – mandates notification of inmate status changes
- 18 U.S.C. § 3771(a) “Justice for All Act of 2004” – most recent
- DoDD 1030.1 of April 13, 2004 “Victim and Witness Assistance”
- DoDI 1030.2 of June 4, 2004 “Victim and Witness Assistance Procedures”
- SECNAVINST 5800.11B of 5 Jan 2006 “Victim and Witness Assistance Program”
- MCO P5800.16A (LEGADMINMAN) Chapter 6 – currently in for revision

# Victims Eligible for VWAP Services

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- Includes, *but is not limited to*:
- Military members and dependents.
- Outside the Continental U.S. - DoD civilian employees, contractors, and family members.
- If victim is under 18, incompetent, incapacitated, or deceased, the term includes either: spouse, guardian, parent, child, sibling, family member, or another person designated by court.
- Authorized representative of Institutional Entity – but not entitled to individual services – such as, transitional compensation, etc.

# VWAP: VICTIMS' RIGHTS

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- The right to be reasonably protected from the accused.
- The right to reasonable, accurate, and timely notice of any public court proceeding, or any parole proceeding, involving the crime or of any release or escape of the accused.
- The right not to be excluded from any such public court proceeding, unless the court, after receiving clear and convincing evidence, determines that testimony by the victim would be materially altered if the victim heard other testimony at that proceeding.
- The right to be reasonably heard at any public proceeding involving release, plea, sentencing, or any parole proceeding.
- The reasonable right to confer with the attorney for the Government in the case.
- The right to full and timely restitution as provided in law.
- *The right to proceedings free from unreasonable delay.*
- The right to be treated with fairness and with respect for the victim's dignity and privacy.

# VWAP: VICTIMS' RIGHTS

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- *Victim's rights do not provide authority for a legal "cause of action" against the Government.*

## VWAP: Witnesses eligible for services

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- A person who has information or evidence about a crime, and provides that knowledge to a DOD Component about an offense in the investigative jurisdiction of a DOD component.
- When the witness is a minor, a witness includes a family member or legal guardian.
- The term witness does not include a defense witness or an individual involved in the crime as a perpetrator or accomplice.

# VWAP: WITNESS' RIGHTS

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- To be treated with fairness and respect for the witness's dignity and privacy.
- To be reasonably protected from the accused.
- To be notified of any scheduling changes which will affect their appearance at court-martial.
- To be notified of the apprehension of an accused, the initial appearance of an accused before a military judge, the release of the accused pending court-martial, and trial proceedings (including entry of guilty pleas and sentencing).
- To receive information about the conviction, sentence, confinement, and release of the accused.

# VWAP: WITNESS' RIGHTS

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- *Witness' rights do not provide authority for a legal "cause of action" against the Government.*

# VWAP: DOD POLICY

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- Role of victims/witnesses should be enhanced/protected
- Do all that is possible to assist victims/witnesses without infringing on the rights of the accused
- *Particular attention to victims of serious, violent crime, including sexual assault, child abuse, and domestic violence.*

# VWAP: HOW IT WORKS

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- **Main Effort – Victim Witness Liaison Officer!**
- Base and Installation commanders are responsible for implementing VWAP and shall be the central points of contact for VWAP issues aboard the installation.
- Base and Installation Commander manage through Victim Witness Liaison Officer (VWLO), VWAP Council and VWAP Coordinators for commands.

# VWAP OFFICIALS

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- USMC - SJA to CMC (JAM)
- CMC (JAM) provides DoD VWAP Council Rep
- CMC (PSL) Corrections
- Installation commanders – VWLO
- Unit commanders – Bn/Sq and above – VWAP Coordinator
- Law enforcement - VWAP Representative
- Legal representatives - VWAP Representative
- Corrections Personnel - VWAP Representative
- Service providers (advocates, chaplain, medical) - VWAP Representatives

# INSTALLATION LEVEL: WHO DOES WHAT



- VWLO - manage base programs for Commanders\*
- NCIS/CID/PMO - normally have first responsibility to inform crime victims and witnesses of rights under program; perform threat assessment; assist in contacting other services; safeguard property; provide updates (including apprehension); contact command VWACs
- Prosecutors and legal personnel - have continuing responsibility to ensure rights and services afforded under paragraph 6006.7, LEGADMINMAN
- Corrections personnel - manage post-trial confinement forms, reports and notifications and coordinate with other offices

# INSTALLATION LEVEL: WHO DOES WHAT



- Sexual Assault Prevention and Response Program/ SARCs, UVAs – victims of sexual assault
- Family Advocacy Program – Victim Advocates
- Transitional Compensation – HQMC via commanders
- Unit Commanders – Security, military protective orders, notifications
- Chaplain – counseling, comfort
- Medical - services
- Civilian advocacy services, social services, medical

# VWAP: COORDINATION IS KEY

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- “All offices responsible for a part of the criminal justice process (including, but not limited to, law enforcement and criminal investigative agencies, convening authorities, legal, corrections) are responsible for ensuring a smooth transition of victim and witness assistance at each stage of the criminal justice process. *This means that close coordination is required among the VWAP personnel assigned to each of these offices during the transition from one phase of the criminal justice process to the next.*”
- Ensure right contact information is given on each DD Form to each Victim or Witness
- Ensure continuing coverage for Victims/Witnesses of services and rights.

# VWLO *REQUIREMENTS*



- ***Responsible for everything the VWAP does or fails to do at the base.***

# VWLO

## *REQUIREMENTS*



- Paragraph 6010, LEGADMINMAN
- Ensures coordination among all offices
- Maintains list of all VWACs
- Ensures VWACs have relevant information, including VWAC roster and directory of local services/programs
- Chairs VWAP Council
- Ensures victims are notified of all support, services and rights available and VWAC information.
- Assists Base CO in reporting requirements

# VWLO *REQUIREMENTS*



- ***“Maintain a directory of military and civilian programs and services . . . within geographic area of the installation.”***

# VWLO *REQUIREMENTS*



- “Maintain a directory of military and civilian programs and services . . . within geographic area of the installation.”
- ***Assist victims in exercising their rights (if necessary, assist in contacting the people responsible for providing victim services)***

# VWLO *REQUIREMENTS*



- “Maintain a directory of military and civilian programs and services . . . within geographic area of the installation.”
- If necessary, assist in contacting the people responsible for providing victim and witness services and relief
- ***VWLO – Base VWAP website?***

# Transitional Compensation



- ***12-36 months benefits***
- ***HQMC will brief details***
- ***Remember to advise victims of domestic abuse.***

# VWAP FORMS

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- An end to themselves?

# VWAP FORMS

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- An end to themselves?
- No – just facilitate the support, services and rights.
- ***DD Forms 2701-2704 do not replace genuine service and support.***

# VWAP: Pretrial & DD Form 2701

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- NCIS/CID/PMO provide V/Ws with DD Form 2701
- If no investigation – Prosecution team provides DD Form 2701
- 2701 provides initial rights advisement, discusses impact of various crimes, explains basic services and notifies V/W where to get further assistance

# VWAP: Military Trial Process & DD Form 2702

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- Upon first contact with victim or witness, prosecution provides DD Form 2702
- DD Form 2702 explains military trial process, gives tips and restates rights.
- 2702 includes rights regarding participating in trial process.
- 2702 provides VWAP responsible official contact information and prosecutor contact information

# VWAP: Post Trial & DD Form 2703

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- Prosecution provides victim or witness with DD Form 2703 at finish of trial.
- Includes “Right to receive information about the conviction, sentencing, imprisonment, parole eligibility and release of the accused”
- Provides Contact info for Service Central Repository (*CMC PSL (Corrections)*), Confinement Facility, Service Clemency and Parole Board and any other necessary agency/office
- *“From now on, your POC will be the confinement facility or the Service Central Repository listed on the back of this page.”*

## VWAP: Post Trial & DD Form 2704

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- TC provides brig with DD Form 2704 at finish of trial.
- Requires election by each V/W whether to receive information on confinement status

# VWAP: Post Trial Notifications & DD Form 2705



- Corrections personnel ensure notifications made to V or Ws listed on DD Form 2704
- Clemency Eligibility
- Parole Eligibility
- Change in status – Parole/Clemency Approved, Released, Deceased, Escaped, Transferred, Work release

# VWAP: RESOURCES AND FORMS

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- CMC (JAM) – Major B. C. Parsons (703) 614-4250;  
[breven.parsons@usmc.mil](mailto:breven.parsons@usmc.mil) / Capt B. W. Barnett  
[brandon.w.barnett@usmc.mil](mailto:brandon.w.barnett@usmc.mil)
- CMC (PSL Corrections) (703) 614-1480
- Installation Victim Witness Liaison Officers (VWLO)
- <http://www.defenselink.mil/vwac/dodprograms.html> (DOD VWAP COUNCIL WEBSITE) – contains link to training presentations and forms
- <http://www.ncvc.org/ncvc/Main.aspx> (National Center for Victims of Crime)
- <http://www.ojp.usdoj.gov/programs/victims.htm> (DOJ Office for Victims of Crime)

# SUMMARY

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- Victims/Witnesses of Crime deserve protection and assistance
  - Assists recovery
  - Improves Criminal Justice System at Large
- Interdisciplinary Program
- Coordination is Key
- Base Commanders own Local Base Programs
- All agencies have a role

# **MARINE CORPS VICTIM WITNESS ASSISTANCE PROGRAM 2010 OVERVIEW**

## **Introduction**

This training will provide an overview of the Marine Corps Victim Witness Assistance Program (VWAP), provide specific information regarding the duties of various Marine Corps VWAP Personnel, and discuss the interplay between the Sexual Assault Prevention and Response (SAPR) Program and VWAP. The training will also summarize each of the required Department of Defense Forms (2701-2706) for the VWAP and discuss transitional compensation.

## **Learning Objectives**

Upon completion of this module, the participants will be able to:

- Define the goal of the Victim Witness Assistance Program.
- Explain the role of the VWLO, VWAP representatives from each office and VWAP Coordinators (VWAC).
- Explain the role of trial counsel under VWAP.
- Indicate how VWAP applies to deployed units.
- Understand how the VWAP and SAPR programs are related.
- Identify the purpose of DD Forms 2701, 2702, 2703, 2704 and 2705.
- Identify the primary office for VWAP at Headquarters, USMC (HQMC).
- List the crime victim rights.

## **References**

- 18 U.S.C. § 3771(a) “Justice for All Act of 2004”
- DOD Directive 1030.01 of April 13, 2004, Victim and Witness Assistance.
- DOD Instruction 1030.2 of June 4, 2004, Victim and Witness Assistance Procedures.
- DODI 6400.06 of 21 Aug 07, Domestic Abuse Involving DoD Military and Certain Affiliated Personnel.
- SECNAVINST 5800.11B of 5 January 2006, Victim and Witness Assistance Program (VWAP)

- MCO P5800.16A, Ch 1-5, Marine Corps Manual for Legal Administration (LEGADMINMAN), Chapter 6, Victim and Witness Assistance Program.
- “DoD Victim and Witness Assistance Programs.” Victim and Witness Assistance Council <http://www.defenselink.mil/vwac/dodprograms.html>
- MCO 1752.5A of 5 February 2008, Sexual Assault Prevention and Response (SAPR) Program.
- USMC VWAP Website:  
[http://www.marines.mil/unit/judgeadvocate/Pages/JAM/JAM\\_home/VWAP.aspx](http://www.marines.mil/unit/judgeadvocate/Pages/JAM/JAM_home/VWAP.aspx)
- USMC Sexual Assault Prevention and Response Office website  
<http://www.usmc-mccs.org/sapro/index.cfm> (2010)

## Key Terms

- **Victims’ Rights**—A list of specific assurances afforded to victims of crime in which mandated Federal agencies engaged in the detection, investigation, or prosecution of crime are required to make their best efforts to ensure that victims of crime are treated with fairness and respect for their dignity and privacy. The specific rights of victims are noted in DD Form 2701.
- **Victim and Witness Assistance Coordinator (VWAC)** - As defined under VWAP, the VWAC is the unit commander’s (battalion/squadron level and above) primary point of contact for VWAP matters.
- **Victim Witness Assistance Program (VWAP)**—This is a multi-disciplinary program to assist victims and witnesses of crime to ensure that the military criminal justice system accords crime victims and witness their rights, without infringing on the constitutional rights of an accused, and receive appropriate assistance. VWAP incorporates law enforcement personnel, criminal investigators, service providers, judge advocates, corrections personnel, and unit commanding officers, to identify and assist victims and witnesses of crime through the criminal justice process.
- **Victim Witness Liaison Officer (VWLO)** - Under VWAP, installation commanders are the local responsible official for VWAP implementation. The VWLO is the installation commander's representative responsible for the coordination of victim and witness assistance efforts aboard the installation. The VWLO is appointed in writing by the installation commander and serves as the VWAP Council chairperson.
- **Victim** - A person who has suffered direct physical, emotional, or pecuniary harm as a result of the commission of a crime committed in violation of the UCMJ, or in violation of the law of another jurisdiction if any portion of the investigation is conducted primarily by the DoD Components.

- **Witness** – As defined under VWAP, a witness is a person who has information or evidence about a crime, and provides that knowledge to a DoD component about an offense in the investigative jurisdiction of a DoD component. When the witness is a minor, that term includes a family member or legal guardian. The term does not include a defense witness or an individual involved in the crime as a perpetrator or accomplice.

## **Victim and Witness Assistance Program Overview**

The Victim and Witness Assistance Program (VWAP) is a comprehensive program available to assist victims through the criminal justice process from the time of their initial contact and entry into the system through the confinement and release of the perpetrator. The primary goal of the program is to ensure the rights and sensitive treatment of crime victims at each level of the criminal justice system. This section provides an overview of the VWAP and integrates information about program updates as they apply to the new sexual assault prevention and response policies. Further information about VWAP resources and related policies is located at the conclusion of this section.

### **VWAP Background**

The DOD VWAP originated over fifteen years ago through Department of Defense (DOD) directive 1030.1 “Victim and Witness Assistance” (November 23, 1994) and DOD Instruction 1030.2, “Victim and Witness Assistance Procedures” (December 23, 1994). These directives were superseded with updates as cited in the reference section above.

The purpose of VWAP is to provide statutory requirements ensuring that victims and witnesses would receive an appropriate response and assistance at any point in the criminal justice system. In addition, the directive also serves to protect crime victims from further harm or hardship and to direct that all providers directly engaged in the detection, investigation or prosecution of crimes shall ensure that all victims are accorded their rights.

Each service adopted its own specific policies and provisions in addition to the DoD instruction and directive. The original Navy/Marine Corps instructions can be found at: SECNAVINST 5800.11A (16 June 1995) and OPNAVINST 5800.7 (30 April 1996).

### **Goal of USMC VWAP**

The goal of the Marine Corps Victim Witness and Assistance Program is to identify and to assist victims and witnesses of crime through the criminal justice process from the initial report through the investigation, prosecution, sentencing, confinement, and release of the offender. (Para. 6005, LEGADMINMAN)

### **Key events in the history of victim rights**

- 1965— California provides first crime victim compensation fund
- 1980— Wisconsin enacts first Victim Rights
- 1982— Federal Law brings “fair treatment standards” to Victims and Witnesses
- 1990— Victim Rights and Restitution Act incorporates “Bill of Rights”

- 1994— Department of Defense (DoD) Directive 1030.1 “Victim and Witness Assistance” is developed followed by the DODI and standardized brochures for all crime victims and witnesses in the military criminal justice system.
- 2004— Updates to DoD Directive 1030.01 “Victim and Witness Assistance”

**Who is a “Victim?”** Under VWAP, a victim is defined as “[a] person who has suffered direct physical, emotional, or pecuniary harm as a result of the commission of a crime committed in violation of the UCMJ, or in violation of the law of another jurisdiction if any portion of the investigation is conducted primarily by the DoD Components. This includes:

- Military members and their family members.
- When stationed outside the continental United States, DoD civilian employees and contractors, and their family members. This applies to services not available to DoD civilian employees and contractors, and their family members, in stateside locations, such as medical care in military medical facilities.
- When a victim is under 18 years of age, incompetent, incapacitated, or deceased, the term includes *one* of the following (in order of precedence): a spouse, legal guardian, parent, child, sibling, another family member, or another person designated by the court or the component responsible official, or designee.

**Who is not a “Victim?”** Victims do not include anyone involved in the crime as a perpetrator or accomplice, even though the individual may be one of the representatives described above. In addition, although institutions which are victimized by a crime may be considered a victim, they are not eligible for services available to individual victims.

**Who is a “Witness?”** Under VWAP, witnesses include: Persons who have information or evidence about a crime, and provide that knowledge to a DoD Component about an offense in the investigative jurisdiction of a DoD Component. When the witness is a minor, that term includes a family member or legal guardian. The term does not include a defense witness or an individual involved in the crime as a perpetrator or accomplice.

### **DoD policy for crime victims and witnesses**

- The necessary role of crime victims and witnesses in the criminal justice process should be *enhanced and protected*.
- DoD Components shall do all that is possible within limits of available resources to assist victims and witnesses of crime without infringing upon the constitutional rights of an accused.
- Particular attention should be paid to victims of serious, violent crime, including child abuse, domestic violence, and sexual misconduct.

### **VWAP Component: Responsible USMC officials include:**

- USMC - SJA to CMC
- HQMC (JAM) provides DoD VWAP Council Rep (Major Parsons)
- USN - Chief of Naval Personnel
- Pers-00J provides DoD VWAP Council Rep (LT Arndt)

### **Participants in the USMC multidisciplinary approach:**

- Installation commanders (and their representatives)
- Unit commanders (and their representatives)
- Law enforcement/criminal investigators
- Legal representatives
- Service providers (FSC, counselors, victim advocates, health care personnel, chaplains, legal assistance attorneys)
- Corrections

### **VWAP Personnel: Specific Duties**

#### Installation Commander

- Local Responsible Official (LRO)
- Appoints a Victim Witness Liaison Officer (VWLO) who chairs local VWAP council
- Appoints investigative and law enforcement VWLO
  - VWLO duties found at para. 6010, LEGADMINMAN

#### Unit Commanders

- Responsible for understanding and aggressively supporting VWAP
- Ensures compliance with VWAP
- Appoints a Victim and Witness Assistance Coordinator (VWAC)
  - VWAC duties found at para. 6011, LEGADMINMAN
- Reports all sexual assaults to PMO/SJA

#### Law Enforcement

- Initial contact for the victim; provides initial info and services DD FORM 2701 to victim
- Conducts threat assessment and take reasonable measures to prevent re-victimization
- Provides victim w/names/numbers of investigator, VWAC, JA POC, and state crime victim compensation office
- Provides info regarding rights, medical care, counseling or shelters, possible state/local restitution or relief, transitional compensation
- Assists victims with contacting service providers, when appropriate
- Maintains directory of Victim Witness Advisory Council (VWAC)
- VWAC Notification

## VWAP Personnel: Specific Duties (continued)

- Investigator must notify VWAC
- Both accused and victim are military – provide ID of victim to both VWACs
- Only accused is military – provide ID of victim to accused's VWAC
- Only victim is military – provide ID to victim's VWAC

## Legal (VWAP Representative and Trial Counsel)

- OIC, LSSS or SJA of Joint Law Center ensures trial counsel meet VWAP responsibilities
- Appoints a representative to participate in local VWAP council meetings

## Trial Counsel Responsibilities

- **Info/services during investigation and prosecution—Provides DD FORM 2702**
  - Status of investigation
  - Arrest and apprehension of alleged offender
  - Filing of charges (preferral)
  - Scheduling of each court proceeding
  - Release or detention status of an offender or alleged offender
  - Acceptance of a guilty plea or rendering of a verdict after trial
  - Opportunity to submit sentencing statement
  - Considers victim's views concerning pretrial agreements
  - Statutorily designated advisory role
  - Ensures victims know of their right to act in advisory role
  - Ensures the views of victim are made known to convening authority
- **Post trial info/services—Provides DD FORM 2703 and completes DDFORM 2704**
  - Discusses post-trial process with victim/witness
  - Maintains location of confinement facility, clemency/parole considerations, CA action, notification rights
  - DD FORM 2704 is completed for every case involving confinement  
(Note: If there are no eligible victims or witnesses entitled to notification, trial counsel signs and certifies in Section II)
  - Notification of victim/witness' right to request written notification of changes in inmate's status (transfer to another facility, parole, escape, release, or death) via DD FORM 2704)

## SJA To CMC

- Ensure victim and witness assistance materials are available for law enforcement personnel, judge advocates serving as trial counsel and legal assistance attorneys.
- Receive and compile the reports required by DOD Instruction 1030.2 and prepare the annual report (DD Form 2706) for submission to the assistant Secretary of the Navy (Manpower and Reserve Affairs).
- Provide a representative for the DoD VWAP council established by DODI 1030.2

## **VWAP Personnel: Specific Duties (continued)**

### **Marine and Family Services (MFS)**

- Informs crime victims and witnesses about VWAP when they receive counseling, treatment or advice, if such information has not already been provided.
- Informs victims of spousal or intrafamilial abuse of the benefits provided under “transitional compensation for abused family members.” (to ease the transition from military to civilian life for spouses and dependent children of a service member who is separated from active duty as a result of a family abuse offense. The commanding officer can assist with DD FORM 2698 “Application for transitional compensation.”
- Encourages victims of spousal or family abuse to contact local legal assistance.
- As appropriate, informs crime victims of state crime compensation funds that may be available to them.

### **Corrections (HQMC, PSL)**

- Serves the clearinghouse of information on confinee status and collects and reports data on the delivery of victim and witness assistance, including notification of confinee status changes.
- Ensures a DD Form 2704 is received for every confinee, including those confined pursuant to summary court-martial.
- Establishes a victim and witness notification program in each brig and detention facility. VWAP procedures apply to all prisoners confined in Marine Corps brig facilities, regardless of service.
- Notifies all victims and witnesses of changes in inmate status per DD Form 2704 elections.

## **VWAP Reporting Responsibilities**

### **Trial Counsel:**

- Completes victim/witness certification and election with regard to inmate status – DD FORM 2704
- If there are eligible victims/witnesses, certify in Sec III that they were notified of
  - Inmate status (sentence, earliest release...) possibility of clemency and parole
  - Right to prior notification of inmate’s parole hearings, release, escape, death
- Provides required info in Sec IV
- Sends 2704 to confinement facility in all cases where member is confined

VWLO:

- Provides DD Form 2706 NLT 1 Feb. each year (statistical report for preceding year)
- NCIS/PMO, VWLO, OIC LSSS/SJA Joint Law Center, Corrections, also have reporting responsibilities

CMC (JAM):

- Submits consolidated report NLT 15 Mar to ASN(M&RA)

## VWAP Forms

DoD developed six standardized forms (and brochures) to be given or utilized with all victims or witnesses of crime. The standardized DoD brochures and forms are used service-wide. Each brochure/form has a specific purpose to assist and inform victims and witnesses at every level of the criminal justice process. The following chart (from the Victim and Witness Assistance Council website) provides a brief overview of these DoD documents, when they are used, and for what purpose they are utilized. Following the chart is a summary of each of the forms which have all been updated in 2004. Copies of these documents are also included in Appendix D.

<b>DD 2701</b>	<b>DD Forms 2702/2703</b>	<b>DD Forms 2704/2705</b>	<b>DD Form 2706</b>
<b>Initial Contact</b>	<b>Prosecution</b>	<b>Confinement</b>	<b>Annual Report</b>
Provides notice to victims and witnesses on rights and information on the military justice system	Provide notice to victims and witnesses on rights during court martial proceedings and information about court-martial process	Provide information to victim on the offender's sentence, confinement status, clemency and parole hearings and release from confinement	Provides statistical information on assistance rendered to victims and witnesses

### Summary of DD FORMS for Victims and Witnesses

#### **DD FORM 2701: Initial Information for Victims and Witnesses of Crime**

“We have prepared this brochure to help you deal with the problems and questions which often surface during an investigation and to provide you with a better understanding of how the military criminal justice system works.” (from DD2701)

- Contact Person If You Need More Information
- If You Are Threatened Or Harassed.
- If You Were Injured-State Crime Victims Compensation Resource
- If You Were a Victim of Spouse or Child Abuse.
- If Property Was Stolen
- If You Need Assistance With Your Employer or Command.
- If An Arrest Is Made
- The Emotional Impact of Crime
- If You Need Additional Assistance

## **DD FORM 2702: Court-Martial Information for Victims and Witnesses of Crime**

“The information in this brochure will explain the criminal justice procedures and your role as a witness.” (from DD2702)

- Court-Martial Information
- Preferral of Charges
- Pre-Trial Conference
- Article 32 Hearing
- Court-Martial
- Testimony
- Pointers While Testifying
- Closing Argument
- Sentencing
- Punishment
- Your Participation

## **DD FORM 2703: Post-Trial Information for Victims and Witnesses of Crime**

“This brochure details the post-trial process and your rights in the process.” (from DD3703)

- Location of Confinement Facility
- Convening Authority Action
- Clemency and Parole Consideration
- Notification Rights
- How to Exercise Your Rights
- Points of Contact
- Your Rights

## **DD FORM 2704: Victim/Witness Certification and Election Concerning Inmate Status**

“To inform victims and witnesses of their post-trial rights; to determine whether the victim or witness of a crime elects to be notified of changes in the confinement status of a convicted criminal offender; and to record the election by the victim or witness of their desire to be notified about subsequent changes in inmate status.” (from DD 2704)

- Certification of no victim or witness
- Certification of advice to victim(s) and witness(es)
- Election to be Notified

**DD FORM 2705: Victim/Witness Notification of Inmate Status**

“To provide information on inmate status to those victims who elected this information on DD FORM 2704.” (from DD2705)

- Inmate status
- Inmate eligibility
- Change in inmate status

**DD FORM 2706: Annual Report on Victim/Witness Assistance**

“This report summarizes the delivery of services to victims and witnesses as prescribed by the victim and witness protection act of 1982 and the victims’ rights and restitution act of 1990.” (from DD 2706)

- Annual report citing the disposition/outcome of all cases.

## **DOD and Marine Corps Sexual Assault Prevention and Response Policy and VWAP**

1. DODI 6495.02 (June 23, 2006) Sexual Assault Prevention and Response Procedures:

“[SAPR personnel] consult and work with the assigned Victim/Witness Liaison as applicable.”

2. MCO 1752.5A (Sexual Assault Prevention and Response Program), subparagraph b.(7):

“[SJA to CMC] as the Component Responsible Official for Victim Witness Assistance Program (VWAP), ensure installation VWAP councils, Victim Witness Liaison Officers (VWLO) and Victim Witness Assistance Coordinators (VWAC) address the special concerns and issues surrounding sexual assault victims per reference (j).”

3. LEGADMINMAN 6004:

It is Marine policy that:

1. Marines shall treat all victims and witnesses of crime with dignity and respect.
2. The necessary role of crime victims and witnesses in the criminal justice process should be protected. Humanitarian and practical concerns demand that Marine Corps authorities responsible for effective functioning of the criminal justice system consider the needs of victims and witnesses participating in command investigations or disciplinary proceedings within the cognizance of Marine Corps Activities. Responsible authorities must mitigate, within the means of available resources and in accordance with applicable law, the physical, psychological, and financial hardships suffered by crime victims and witnesses and make all reasonable efforts to foster their cooperation in the criminal justice process.
3. The Marine Corps will do all that is possible within limits of available resources to assist victims and witnesses of crime without infringing on the constitutional rights of an accused. ***Particular attention should be paid to victims of serious, violent crime, including child abuse, domestic violence and sexual misconduct.***
4. Law enforcement, criminal investigation and legal personnel directly engaged in the detection, investigation or prosecution of crimes, shall ensure victims are afforded their rights.

### **Victim safety, well-being and military or civilian protective orders (MPO)**

An important component of the Victim Witness Assistance Program is to provide victims and witnesses with sufficient information to ensure their safety and well being in the aftermath of a violent crime. This includes protecting their emotional and psychological wellbeing as well as their physical safety. Referring victims, as appropriate to victim advocates or to the Marine and

Family Services for counseling is one option to address mental/emotional well-being and to assist victims with gaining further information about other resources available to them. In addition, ensuring that victims have the appropriate information regarding their right to be free from intimidation and harassment is another important component of VWAP. Victims or witnesses who have been subjected to intimidation or harassment are more likely to withdraw from the criminal justice process for fear that their perpetrator (or the perpetrator's family and friends) will cause them additional harm.

The other area of concern for many victims is their physical safety and well-being. Some victims, especially victims of sexual assault and other violent crime, have an appropriate fear that their perpetrator will come back to hurt them—perhaps because the perpetrator threatened to do so if the victim told anyone about what happened. Others might be leaving a relationship with a violent partner, and the threat of potential physical harm is based on the abusive history with the perpetrator. Whatever the reason that the victim or witness feels unsafe, it is important to ensure that they have all of the information available to them to make an informed decision regarding their safety. One area of importance that should be discussed with the victim in these types of cases is the option of a military (or civilian) protective order.

### **Civilian Restraining Orders**

Victims of domestic violence may apply for a civilian protective order from a state criminal or family law court. The law with respect to civilian restraining order varies greatly from state to state, but generally, protective orders limit the contact a person (restricted person) may have with a victim (protected person) and are frequently issued in domestic violence cases.

Typically, the party seeking relief must file a complaint and motion in court. The opposing party will be served with notice of the motion and the court will schedule a hearing, where a judge or magistrate determines whether to issue an order. When there are exigent circumstances, such as danger of serious and immediate injury to the person, he/she may request an emergency ex parte protective order from the court. Such orders are temporary and are normally issued by a judge after consultation with the protected person without the presence of the restricted person.

For example, in California, California Family Code § 6200 et seq. (2008) “[a] judicial officer may issue an ex parte emergency protective order where a law enforcement officer asserts reasonable grounds to believe . . .” the protected person is in immediate and present danger of domestic violence, among other reasons. To obtain a restraining order of longer duration, the protected person must file an application for a Temporary Restraining Order (TRO) or request a restraining order as a part of a family law judgment. The Temporary order may last for three weeks. Three weeks after the issuance of a TRO, the court will conduct a hearing to determine whether a “permanent” restraining order is required. A permanent restraining or protective order after notice and a hearing may last up to five years under California law.

### **Military protective orders (MPOs)**

MPOs are similar to civilian protective orders but are issued by a Commanding Officer to a service member per DODI 6400.06. The principal purpose of an MPO is to provide a direct

order to a service member prohibiting contact or communication with the protected person.

1. When issued: Commanding officers shall issue MPOs when necessary to safeguard victims, quell disturbances, and maintain good order and discipline. Before issuing an MPO, the Commanding Officer must find there is sufficient reason to conclude that the issuance of an order is warranted in the best interest of good order and discipline. In addition, a violation of the MPO may constitute a violation of Articles 90, 92 and 134, UCMJ. It is DoD policy that DD Form 2873 (Military Protective Order) shall be used to issue MPOs. The current version of DD Form 2873 can be found at the publications and forms website:  
<http://web1.whs.osd.mil/icdhome/forms.htm>

2. Distribution and retention: Commanders shall retain the original, completed DD Form 2873 in the service member's record. Commanders shall provide a signed DD Form 2873 to both the service member and to the protected person in accordance with the distribution list contained on the form. However, prior to providing the form, the commanding officer will ensure that personal information of both the service member and the protect person (i.e., home address, home phone number, social security number, date of birth) are NOT released to either party. The DD Form 2873 maintained in the service member's record shall be destroyed six months after the order expires.

3. When person covered detaches from command issuing: Department of Defense Instruction (DoDI) 6400.06 does not explicitly state whether MPOs become void when a person detaches from the command that issued it or whether they remain in effect. However, the DODI does provide that the commander of the detaching command "[s]hould contact the gaining command and recommend that the gaining command issue a new MPO when . . . an MPO is still necessary to protect the victim." In light of the new requirements for MPOs, it could be more successfully argued that an MPO issued by a prior commander remains in effect, but the safest course of action is for the new commander to reissue the MPO (assuming circumstances have not altered the necessity for it).

4. **2009 NEW REQUIREMENTS FOR MPOs:** The NDAA of 2009 §§ 561, 562 (10 USC §§1567, 1567A) enacted new requirements for MPOs. These sections require MPOs to be issued as standing orders until rescinded. The NDAA also provides that, in any case where either the protected party or the person subject to the MPO reside off-base, commanders must notify civilian law enforcement authorities of the issuance of the MPO and any changes to the status of the MPO in the event either party resides off-base. DOD has yet to provide any implementing guidance for these new requirements.

## **Victims' Rights**

The first federal crime victims' legislation was enacted in 1982 with the Victim and Witness Protection Act of 1982. Congress has continued to provide legislation enacting additional protections and funding for services since that date, to include the most recent legislation, the Justice for All Act of 2004 (18 USC 3771). Additionally, numerous states have legislation providing similar protections and services for victims and witnesses of crime.

*The Crime Control Act of 1990: Title V of the Victims' Rights and Restitution Act (VRRRA)* set forth the basic rights for crime victims for the first time. This legislation mandated Federal agencies engaged in the detection, investigation, or prosecution of crime make their best efforts to ensure that victims of crime are treated with fairness and respect for their dignity and privacy.

The current rights of victims as set forth by DOD policy are noted below (DoD Directive 1030.01, DD Form 2701):

A crime victim has the right to:

- To be treated with fairness and respect for the victim's dignity and privacy.
- To be reasonably protected from the accused offender.
- To be notified of court-martial proceedings and any scheduling changes which will affect their appearance at court-martial.
- To be present at all public court proceedings related to the offense, unless the court determines that testimony by the victim would be materially affected if the victim heard other testimony at trial.
- To confer with the attorney for the Government in the case.
- To receive available restitution.
- To be notified of the apprehension of an accused, the initial appearance of an accused before a military judge, the release of the accused pending court-martial, and trial proceedings (including entry of guilty pleas).
- To receive information about the conviction, sentence, confinement and release of the accused.

Question about victims' rights: Can victims choose not to participate in the legal process?

General rule:

While a victim's desire to not participate in the legal process is considered by a commander, a commander's responsibility to ensure good order and discipline within the unit may result in a victim's participating in a legal process against their desires.

Exception: Victims of Sexual Assault:

For victims of sexual assault, they may choose by DOD and Marine Corps policy to make a restricted report, which will allow them to avoid the criminal justice process altogether, while still gaining access to vital medical and mental health services. Even if a victim of sexual assault

makes an unrestricted report initially, but desires later not to be involved in the investigation and prosecution of the case, it is highly unlikely that the commanding officer would order the victim to participate against her/his will. DOD is currently exploring policy that would allow victims in unrestricted cases to opt out of the investigation and prosecution regardless of a commander or prosecutor's desire to force them to do so.

### Discussion.

Under the Manual for Courts-Martial (2008 Ed.), commanders are responsible for the maintenance of good order and discipline within their units. Balanced against this responsibility, when deciding the proper disposition for an alleged offender, are the rights and desires of a victim. A victim's involvement in the legal process is provided for in the Victim and Witness Assistance Program (VWAP) found in Chapter 6, MCO 5800.16A, LEGADMINMAN.

a. Under VWAP, victims are afforded numerous rights in respect to receipt of information about, and participation in, the military justice process.

b. A victim's choice to "not participate" is not a specified VWAP right, nor found in any other Service regulation or policy. However, a victim's choice is one that a commander considers prior to making a disposition decision. Specifically, under VWAP, victims have a right to participate at various stages of the military justice process including being consulted on the decision to not prosecute and on any terms of a proposed pre-trial agreement. However:

(1) Personnel subject to the Uniform Code of Military Justice (UCMJ) who are victims of crime may be ordered to testify by competent authority and failure to follow such an order may result in administrative, non-judicial, or judicial action.

(2) Victims of crime who are not subject to the UCMJ (i.e., civilians) may be compelled to appear before a court-martial by subpoena.

c. Additionally, under VWAP, trial counsel shall ensure that victims are provided information concerning their role in the criminal justice process, including what to expect from the system, what the system expects from them, the stages in the criminal justice process significant to a victim, and the proper method for obtaining further information about that process.

## **VWAP to deployed units**

The Victim Witness Assistance Program applies to all units in all locations, including deployed units. While the circumstances are unique and entail additional hardships (with reduced resources and additional stressors) it is nonetheless imperative for victims and witnesses of crime to have access to appropriate care and assistance with the criminal justice process as well as assurance that their rights will be protected.

**Victim Witness Assistance Program.** Per LEGADMINMAN Chapter 6, the SJA to CMC is the component responsible official for the DoD-mandated victim and witness assistance program (VWAP). VWAP was designed as an installation-based program due to the availability of service providers, law enforcement, judicial, and community-based services. VWAP does not contain an exemption for deployed units, however, the availability of victim-specific services are significantly reduced for many deployed units.

**Sexual Assault Prevention and Response.** MCO 1752.5A addresses the specific needs of victims of sexual assault and related issues. This instruction establishes procedures to protect the victim's privacy, mandates a standardized program and a creation of a database, and implements a sexual assault prevention program for service members. As with VWAP, the program does not exempt deployed units.

With the exception of family service center personnel, including civilian victim advocates and counselors, all VWAP participants are deployable. In deployed theaters, counseling services are available through chaplains, medical personnel and via telephone. Active duty uniformed victim advocates who will be deployed with each battalion or squadron and above will have limited victim-related resources for sexual assault victims while deployed.

VWAP requires aggressive support and compliance by unit commanders. All battalion/squadron-level commanders must appoint in writing a Victim Witness Assistance Coordinator (VWAC), who serve as the commander's primary point of contact for victim/witness matters. VWACs responsibilities vary depending on whether or not the victim is from the VWAC's command:

- Victim from VWACs command. VWAC ensures victim is notified of applicable rights; assists victim in obtaining counseling; provides resources for victim; and maintains contact with other VWAP personnel involved in case.
- Victim not in VWAC's command (e.g., civilian victim or when VWAC is from offender's command). VWACs role is to determine that victim was advised of applicable rights and obtain victim's election of those rights throughout the investigation and, if any, prosecution of the case.

Responsibilities under the LEGADMINMAN, Chapter 6 apply, to the extent possible, to deployed units.

## **Pretrial Considerations**

### **Goals of Court-Martial**

*Operating within an adversarial system of justice, the goal of a trial is the search for the truth. To provide the best opportunity to find the truth and deliver justice, a trial should have an efficient presentation of evidence and arguments to the trier of fact in a setting that promotes a sense of the importance of the outcome.*

Chapter One: Military Justice. LEGADMINMAN

### **DD Form 2702: Court-Martial Information for Victims and Witnesses of Crime**

It is the responsibility of the trial counsel to ensure that all victims and witnesses receive a copy of DD FORM 2702 at this stage of the criminal justice process. This brochure provides information about the prosecution process, pointers for testifying, and telephone numbers for the trial counsel and the Victim Witness POC. Therefore, it is preferable that victims and witnesses are given this document at the initial meeting with the trial counsel to better prepare them for the upcoming criminal justice process. In addition, the checklist contained in the Enclosure, VWAP Recommendations for Trial Counsel may serve as a guideline for trial counsel in their preparation of victims and witnesses for the trial.

## **Pre-Sentencing and Post-trial Issues**

### **DD Form 2703: Post-Trial Information for Victims and Witnesses of Crime**

The DD Form 2703 entitled *Post-Trial Information for Victims and Witnesses of Crime* provides information about the location and status of the inmate including: confinement facility, clemency and parole options, notification rights for changes of an inmate's status and other victim's rights. A copy of DD Form 2703 is located in Appendix D for further review and, as with all of the other DD Victim/Witness forms, it is available for download at the Victim Witness Assistance Council website.

## **Other requirements for victim notification and follow up**

### At Sentencing

#### **DD Form 2704: Victim/Witness Certification and Election Concerning Inmate Status**

A victim or witness of a crime may or may not actually see form *Victim/Witness Certification and Election Concerning Inmate Status* (DD 2704) as it is a form generally completed by trial counsel and transported with the prisoner to the confinement facility. If the victim wants to be notified of prisoner status change, it is important that the information on the form is kept current with the confinement facility. As stated on DD 2704, the purpose of this form is: *to inform victims and witnesses of their post-trial rights and to determine whether the victim or witness of a crime elects to be notified of changes in the confinement status of a convicted criminal offender; and to record the election by the victim or witness of their desire to be notified about subsequent changes in inmate status.* DD FORM 2704 is completed for every case involving confinement. If there are no eligible victims or witnesses entitled to notification, trial counsel signs and certifies in Section II. Notification of victim/witness' right to request written notification of changes in inmate's status (transfer to another facility, parole, escape, release, or death) is all located on DD FORM 2704). Some of the areas addressed on this form include:

- Certification of no victim or witness
- Certification of advice to victim(s) and witness(es)
- Election to be notified

### Upon parole and mandatory supervised release

#### **DD Form 2705: Victim Witness Notification of Inmate Status Form**

Notifications are usually made by documenting changes to a prisoner's status on a *Victim Witness Notification of Inmate Status Form* (DD2705) and sent to the victim by certified mail. The purpose of this form is: *to provide information on inmate status to those who elected this information on DD FORM 2704.* Information includes:

- Inmate status
- Inmate eligibility
- Change in inmate status

It is imperative that victims and witnesses are given information about their rights including all of the DD Victim/Witness Forms that are available to them. These are excellent resources for both witnesses and for JAs. These brochures and forms will undoubtedly be of assistance to victims to help them to deal with the criminal justice system and to ease some of their anxieties about participating in the criminal justice process. In addition, these forms can also be very helpful to JAs in their work with victims (who will then be more informed and better prepared for the trial and the aftermath!) Utilizing the Victim/Witness Forms are a positive benefit as well as a USMC requirement for JAs working with crime victims.

## **VWAP**

### **Recommendations for Trial Counsel in Sexual Assault Cases**

#### **Pretrial considerations**

Trial counsel (TC) should discuss the VWAP rights and services available with all victims during the initial interview, when they provide the victim with DD Form 2702. Additionally, TC may want to review the following checklist when preparing victims of sexual assault for the military criminal justice process. The checklist may also be useful in assisting TC in preparing victims of other types of violent crime for the process as well.

#### **TC Checklist for victim assistance during trial process:**

##### **Preparing Victims for Trial**

###### Checklist for Trial Preparation of Victim

##### **Victim interviews in general:**

- Assist in post-crime recovery process
- Facilitate victim's willingness to actively participate in prosecution
- Facilitate others to report similar crimes
- Minimize the negative impact of a cross examination
- Overcome negative perceptions of military justice process

##### **Trial Counsel's Position. Need to:**

- Gather all reliable evidence
- Establish rapport with the victim
- Assess strength/weakness of the case and potential testimony
- Actively involve victim in prosecution
- Prepare victim for legal process
- Develop a provable, believable government case
- Support the victim in understanding rights and services and gaining access to services, if necessary

##### **Victim's Position. Victim:**

- May be experiencing PTSD or rape trauma syndrome
- May want immediate revenge/retribution
- May be traumatized by interview process (must tell story yet again)
- Likely has age, gender, cultural differences with trial counsel
- Needs to feel safe
- May have low self-esteem and confidence
- Believe they are not a "real" victim w/o injury or if offender was friend or spouse

## **Initial Interview Considerations**

### Initial Interview Prior to Preferral allows TC to:

- Assess case (outcome may impact charging decision)
- Allow victim to have an earlier advisory role in the process
- Show victim that something is being done
- Give victim an opportunity to get answers
- Overcome negative perceptions

### Preparing for Initial Interview

- Thoroughly review investigation
- Meet with investigators
- See physical evidence
- See color photos (if not color in investigation)
- If possible, go to crime scene
- If victim has advocate, contact advocate to arrange interview

### Setting and location

- Private area
- If possible, sit in unobstructed view of victim
- No disruptions
- Have clerk hold calls
- Turn off computer (avoid email magnet)
- If victim desires, allow support person
- If clerk is present, explain to victim beforehand why it is important
- Allow adequate time

### Initial discussion points

- Don't start talking about the case right away (build rapport)
- Explain purpose of interview
- Explain your role and who you represent
- Provide victim with the status of the accused and of the case (i.e., investigation completed; charges preferred)
- Ask if victim has questions before proceeding to discussing specifics of case
- Ensure victim is comfortable

### Establishing rapport

- Open communication is critical
- Maintain eye contact
- Let victim tell entire story w/o interruption
- Follow up specific points w/ open ended questions
- Be realistic (but tactful) on case strengths and weaknesses
- Take breaks as necessary
- Be caring and sensitive

### Search for the truth, Explain:

- The need to be completely truthful (this includes providing all details, even if not previously provided to the investigators or other people victim has talked to)
- That lies to all government personnel, including TC, are always relevant, discoverable and admissible in court
- That knowledge of all information helps case preparation
- That negative and/or unflattering details are not always bad
- How some negative information can be kept out through MRE 412 and other rules
- Explain that defendant is telling his counsel everything

### Interview techniques:

- You control interview but don't pressure victim for answers
- Likely senior to victim
- Keep in mind neurobiology of trauma
- Be firm yet supportive
- Be sensitive to how questions are asked
- Acknowledge victim's feelings when appropriate
- Follow up specific points w/ open ended questions
- Be realistic (but tactful) on case strengths and weaknesses
- If you believe the victim, tell her
- Shows support and builds trust
- Increases victim's confidence

### Ending interview, Explain:

- Legal process and rights in that process (DD Form 2702)
- Victim's role in military justice system
- Likelihood of future interviews and with whom
- Likely proceedings
- Who the other participants (e.g., defense counsel, military judge) will be
- Defense counsel's role and responsibility
- That you need to know who else victim discussed the assault with and that you must to talk with them in order to competently perform your duties as a TC

### **Before victim leaves the interview**

- Always verify that victim is aware of or has support programs in place
- Give good contact information to both victim and advocate
- Never make promises about what will happen (or not)
- Encourage victim to not discuss the case with anyone other than investigators, yourself, or defense counsel (upon request) and ask victim to inform you of any requests for interviews from other parties

### **Pre-testimony (pre-trial) final preparations**

- Prepare victim for testimony on the actual witness stand – the number of times you need to prepare is a judgment call based on the victim’s mental toughness, the desire not to have testimony appear flat and rehearsed
- Explain to the victim, that you would not be doing your job if you failed to prepare him/her for the rigors of testimony (direct and cross examination)
- Do not coach or tell the victim what to say – stress that you only want her/him to tell the truth, but you may provide pointers with respect to maintaining a professional attitude and demeanor (if at all possible for the victim).
- If victim will handle evidence - practice
- Give a tour of court-room
- If possible, have them observe another proceeding
- Give plenty of advance notice of dates and time

### **All Witnesses need to know:**

- It’s OK, if asked, to state they talked with the trial counsel and went over their testimony – if the question on cross is – did you rehearse your testimony? The witness must tell the truth – whether she/he calls it rehearsal, practice or going over all the questions. Explain that it is part of the trial preparation and would only be unusual if you had NOT prepared him/her for testimony. Here’s a thought – if you have ensured your witness has been told over and over again that the most important thing for them to do during their testimony is tell the truth, then when a novice defense counsel asks your witness whether the TC told her to say anything in particular, they may spontaneously blurt out, “Yes, the truth.”
- How to refer to the military judge (“your honor” or “Sir/Ma’am” if the witness is military)
- How to refer to yourself or the defense counsel (I.e., “yes, sir” or “yes, ma’am”)
- How they may be observed from the moment they enter the building and always upon entering court-room

### Courtroom demeanor, responses and presentation:

- Professionalism
- Give prior notice of appropriate uniform or civilian attire
- Stress the need to be sincere, truthful, polite, and in control
- Explain damaging impact of getting angry (clouds mind; unprofessional; etc)
- Explain need for eye contact and with who
- Your position in courtroom will facilitate this for the victim
- How to behave around others
- What they can or cannot say

### Responding to questions

- Inform them on they types of questions you will ask – open ended – and why
- Explain difference of defense questioning
- Explain what to do if there is an objection
- Stress need to answer the question asked
- Inform to listen first, pause, then answer
- Explain why answering only the question asked is important for both prosecution and defense
- Stress need to speak in plain English (avoid –jargon)
- Witnesses need to understand they must answer all questions (unless the military judge rules otherwise)
- Assure witnesses it is OK to ask for clarification
- Provide guidance on responding to yes or no questions
  - If can be answered yes or no – OK
  - If can't, provide witnesses options on how to respond

### Alternatives to answering 'Yes or No' if it is insufficient

- “I need to explain but the answer would be ...”
- “I’m sorry but that question really cannot be answered yes or no. The issue is not that simple”
- “A yes or no would be misleading as the issue is complicated and needs to be explained.”

### Tell the truth

- Remind all witnesses to ALWAYS tell the truth
- Can disagree with the defense counsel, but still tell the truth
- Emphasis that no guessing allowed

### Trial counsel’s responsibility

- All witnesses (victims and others) are prepared to testify
- They understand the process
- They know when, where, and purpose of proceeding
- To extent possible, they know of any potential “bad” info that may be brought up by defense
- They know to respond to questions

**At the Trial: Special considerations for direct examinations**

- Humanization of victim
- Victim's credibility is crucial
- Take time informing the trier of fact about the victim, if the military judge will allow
- Gives victim time to "warm up" prior to details of assault
- Allows trier to see victim in a different light other than someone accusing the accused
- Makes it easier to empathize

At the Trial: Steal the Thunder of Cross by Bringing out Damaging facts on Direct:

- Victim should be aware of and how to respond to any damaging information
- Make victim invulnerable to damaging cross
- Bring out the known bad facts during direct
- Have victim explain why she didn't: Resist; complain right away; yell; call police; go to medical

Before Testimony--Inform the victim and other witnesses that:

- You will do your best
- Be prepared for unexpected questions
- That you believe they are ready
- Where they should go after testifying
- You will check in with them after the hearing or on the break
- Do not make any promises

## Rape Shield Laws – MRE 412 and other

TC must have a solid foundation of knowledge (and the most up-to-date) information regarding MRE Rule 412 and case law protecting victims of sexual assault.

Motions in Limine should be used to:

- Exclude irrelevant behavior
- Exclude privileged information
- Prevent harassment
- Preclude victim bashing

Military shields: Rules of Evidence

- Rape Shield (MRE 412)
- Relevance (MRE 401, 402)
- Character (MRE 403, 404)
- Hearsay (MRE 801, 803)
- Privilege (MRE 503, 513)

### Rape Shield- MRE 412 (a)

#### Purpose

*“Rule 412 was premised on the precept that an accused does not have a constitutional right to present irrelevant evidence, and ‘reputation and opinion concerning a victim’s past sexual behavior are not relevant indicators of the likelihood of her consent to a specific act or of her veracity.’” United States v. Greaves, 40 M.J. 432 (1994)*

**MRE 412(a) The following evidence is generally inadmissible in any proceeding involving an alleged sexual offense (includes consensual sex offenses where the victim may reasonably be considered to be a victim):**

- Evidence offered to prove that any alleged victim engaged in other sexual behavior;
- Evidence offered to prove any alleged victim’s sexual predisposition.

MRE 412(d)

- **Sexual Behavior**- Any sexual behavior not encompassed by the alleged offense;
- **Sexual Predisposition**– An alleged victim’s modes of dress, speech or lifestyle that does not directly refer to sexual activities or thoughts but that MAY have a sexual connotation for the fact finder.

MRE 412 (b) Exceptions: The rape-shield statute does not act as an absolute bar to the admission in a trial for criminal sexual conduct of evidence regarding the complainant's past sexual conduct and provides certain exceptions. *People v Mooney*, 1999 US Dist LEXIS 15878.

(b)(1)

(A) – evidence to prove source of semen, injury, or other physical evidence.

(B) – specific instances with the accused to prove consent or by the prosecution to rebut

(C) – constitutionally required evidence.

MRE 412(b)(1)(C): Examples

- Bias.
- Ulterior motive for making a false charge.
- Prior false rape accusations.
- *People v. Hackett*, 421 Mich 338 (1984)

Applicability

- Applies to any proceeding involving a “sexual offense” – any sexual misconduct punishable under the UCMJ including assimilated sex offenses
- Applies at Article 32 Hearings : Rule for Courts-Martial 405(i) provides that MRE 412 applies to Article 32 hearings despite the general rule that other Military Rules of Evidence do not apply.
- Applies to sentencing, and trumps RCM 1001, which permits relaxing rules of evidence during sentencing. *United States v. Fox*, 24 M.J. 110 (C.M.A. 1987)

**MRE 401: Relevance**

- Evidence tending to make existence of any fact that is of consequence to the determination more probable or less probable than it would be without the evidence.
- Materiality--A fact's degree of consequence to the determination of the action.
- Favorable to the Defense

**Character: MRE 403**

- Although relevant, evidence may be excluded if its probative value is substantially outweighed by the danger of unfair prejudice, confusion of the issues, or misleading the jury, or by considerations of undue delay, waste of time, or needless presentation of cumulative evidence.

**Hearsay: MRE 801-803**

- Hearsay is a statement other than one made by the declarant at trial or hearing, offered as evidence to prove the truth of the matter asserted.
- Hearsay is inadmissible, subject to certain exceptions.

## **Privileged Communications: MRE 503-513**

1. Clergy- MRE 503
2. Psychotherapist- MRE 513
  - Psychotherapist or clinical social worker (licensed or patient reasonably believes this person to be licensed).
  - EXCEPTION: When communication is evidence of spouse abuse.

## **Sentencing Considerations:**

### **Victim Impact Statements**

A victim impact statement provides information to the sentencing authority (military judge or members) about the physical, emotional and financial impact of the offender's offense on the victim and his or her family. Victim impact statements can be an effective measure to ensure that "the voice of the victim" is heard in court proceedings (in sentencing proceedings in a court-martial), especially when the victim chooses not to testify upon sentencing.

The sentencing hearing occurs after the trial is complete. The victim may also choose to read the impact statement to the court. Some victims both send a letter and make an oral statement. The victim should talk with the prosecutor to find out what he/she advises be included as a sentencing request.

#### A victim impact statement should NOT be:

- An opportunity to vent anger at the law enforcement and judicial system.
- The time to review the entire case.
- Too long-avoid repetition.
- A time to expect a confession or to ask why.

#### A victim impact statement SHOULD be:

- A letter that respectfully and clearly states the emotional, physical, and financial burdens the crime has caused to the victim and his/ her family.
- An opportunity to request reasonable restitution for out-of-pocket expenses incurred.
- An opportunity to let the court hear from the victim of the crime.
- An opportunity to recommend reasonable sentencing.
- A chance to make suggestions that the defendant receive: psychological counseling, anger management, psychiatric assessment or probation.
- A time for the victim to say what he/she needs to say for some closure.

#### Some additional helpful tips on victim impact statements

The victim should address the statement to the judge in the case, using the judge's name and court address. Copies may be sent to the prosecutor or probation officer. The victim may also want to ask the advocate or a family member or friend to read the statement in advance before sending it to the judge. Victims do not have to complete a victim impact statement, but it will likely have an impact on the judge in sentencing.

## **Other Recommendations for Prosecutors**

(Source: Chapter three “Prosecutors” in New Directions from the Field: Victims' Rights and Services for the 21st Century).

The following recommendations offer some helpful suggestions for prosecutors who work with sexual assault victims. The comprehensive report was prepared by the Office of Justice Programs to offer a review of victim services (based on extensive feedback from service providers in the field) and to provide recommendations for promising practices. The recommendations address policy, procedure and program reforms for prosecutors to consider and to adapt into their work with victims. The report also notes, “At a minimum, prosecutors should ensure that crime victims receive notice of their legislatively and constitutionally mandated rights and provide information and referrals about available community-based services.” The 14 recommendations developed specifically for prosecutors are summarized as follows:

### Recommendation #1: Timely victim notification of all proceedings and outcomes

*Prosecutors' offices should notify victims in a timely manner of the date, time, and location of the following: charging of defendant, pretrial hearings, plea negotiations, the trial, all schedule changes, and the sentencing hearing.*

### Recommendation #2: Prosecutors' evaluations based on cooperation with Victim-Witness Program

*Prosecutors should establish victim-witness assistance units to ensure that victims of crime receive at least a basic level of service, including information, notification, consultation, and participation. Prosecutors' offices should develop and incorporate into performance evaluations written definitions of the roles and responsibilities of prosecuting attorneys, victim-witness professionals, and other relevant staff and volunteers.*

### Recommendation #3: Ensure victims and witnesses are protected from intimidation or harassment

*Prosecutors should use the full range of measures at their disposal to ensure that victims and witnesses are protected from intimidation and harassment. These measures include ensuring that victims are informed about safety precautions, advising the court of victims' fears and concerns about safety prior to any bail or bond proceedings, automatically requesting no-contact orders and enforcing them if violated, and utilizing witness relocation programs and technology to help protect victims. See Rape Shield Discussion above.*

### Recommendation #4: Engage in crime prevention efforts

*Prosecutors should recognize the important role that they can play in reducing crime and should use the authority of their office to support effective crime prevention strategies tailored to the cultures and language needs of their communities.*

Recommendation #5: Actively participate with multi-disciplinary teams

*Prosecutors should play a central role in establishing multidisciplinary efforts to respond to crime.*

*The concept and practice of prosecutors forming and joining multidisciplinary teams has become widely accepted.*

Recommendation #6: Promote victim input into criminal justice system

*Prosecutors should advocate for the rights of victims to have their views heard by judges on bail decisions, continuances, plea bargains, dismissals, sentencing, and restitution...Victim input into key prosecution decisions is a cornerstone of victims' rights.*

Recommendation #7: Consult with the victim regarding any pleas.

*Prosecutors should make every effort, if the victim has provided a current address or telephone number, to consult with the victim on the terms of any negotiated plea, including the acceptance of a plea of guilty or nolo contendere.*

Recommendation #8: Confer in advance with the victim regarding decisions not to file or to seek dismissal

*The prosecuting attorney should confer with the victim or survivors before deciding not to file charges, or before deciding to seek dismissal of charges already filed...It is critical that victims have a voice before such a momentous decision is made final. Victims have a vital interest in knowing what is happening with the prosecution of the person charged with the crime against them.*

Recommendation #9: Work to get top priority (fast track) sexual assault and other sensitive cases

*Prosecutors should establish policies to "fast track" the prosecution of sexual assault, domestic violence, elderly and child abuse, and other particularly sensitive cases to shorten the length of time from arrest to disposition. Prosecutors should encourage judges to give top priority to these cases on the trial docket and should try to ensure that the case goes to trial when initially scheduled.*

Recommendation #10: Utilize technology to promote/enhance victims' rights

*Prosecutors' offices should use technology to enhance the implementation of victims' rights. Prosecutors should play a leadership role in encouraging uses of technology that benefit victims. They can encourage judges to allow distance viewing of proceedings by victims, especially in cases where there have been changes in venue.*

Recommendation Field #11: Utilize vertical prosecution of sexual assault cases

*Prosecutors should adopt vertical prosecution for domestic violence, sexual assault, and child abuse cases. Vertical prosecution prevents discomfort by retaining the same prosecutor on a case from intake to disposition, just as the defendant generally has one attorney throughout. Moreover, vertical prosecution allows prosecutors to develop expertise on specific types of cases and resources available to assist each type of crime victim.*

Recommendation #12: Prosecutors should work closely with victim service providers

*Prosecutors should work closely with victim service providers as well as victims of domestic violence to establish appropriate prosecution policies and support research to assess the effectiveness of proceeding without victim testimony in domestic violence cases...Input from the victim is critical to the effective and safe resolution of domestic violence cases.*

Recommendation #13: Information on victims' rights and victim sensitivity should be a part of orientation and ongoing training

*Victims' rights and sensitivity education should be provided to all law students as part of their basic education in law school and to all prosecutors during their initial orientation and throughout their careers.*

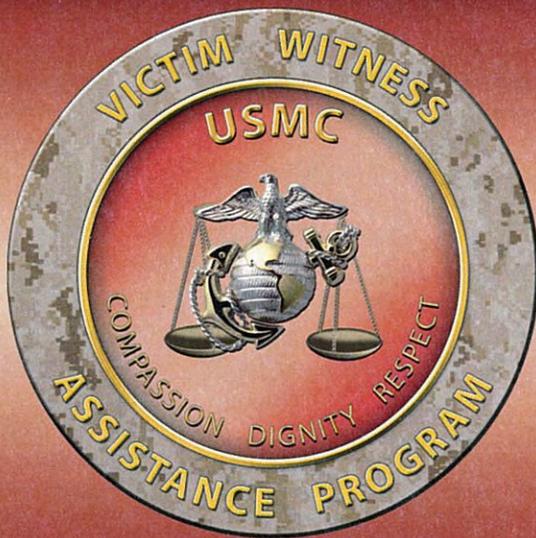
Recommendation #14: Ensure prompt return of victim's property

*Prosecutors' offices should establish procedures to ensure the prompt return of victims' property, absent the need for it as actual evidence in court... While some items may need to be retained for admission during the trial, items that can be presented to the jury just as effectively by a photograph should be returned to the victim.*

## **Summary**

There are many important aspects of preparing victims and witnesses in sexual assault cases. Whatever the TC can do to inform victims and witnesses about the criminal justice process will ease the victims' and witnesses' anxieties and help them to be more effective in the courtroom. TCs must ensure that victims receive DD Forms 2702/2703 and JAs must also complete DD Form 2704. To be effective as a TC, you must be familiar with these forms and with all of the victims' rights. Your knowledge of this topic and new policies will have a positive impact on the victim and the case.

# IMPACT OF CRIME ON VICTIMS



*"TOGETHER WE CAN  
MAKE A DIFFERENCE"*

ANNE SEYMOUR

## Anne Seymour

Anne Seymour has 26 years of experience as a national victim advocate. She is a Co-founder of and Senior Advisor to the Washington, D.C.-based national non-profit Justice Solutions; Editor of *The Crime Victims' Report*; and Senior Advisor to the Public Safety Performance Project of the Pew Charitable Trusts. She began her career as the Director of Public Affairs for the National Office of Mothers Against Drunk Driving and, from 1985 to 1993, as co-founder and Director of Communications of the National Victim Center (now National Center for Victims of Crime).

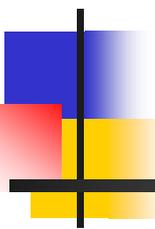
Seymour has developed and implemented training and technical assistance programs to strengthen victims' rights and services in law enforcement, prosecution, the judiciary, juvenile justice, restorative justice and community and institutional corrections. Her extensive research includes co-authoring the landmark study *Rape in America: A Report to the Nation* in 1992; she is the principal author of the American Correctional Association's *Report and Recommendations on Victims of Juvenile Offenders* published in 1994, as well as of the Office for Victims of Crime *Special Report on Victims of Gang Violence*. Seymour is a principal author of the National Victim Assistance Academy texts sponsored by the Office for Victims of Crime, as well co-author of the NVAA's advanced offerings, including the "Ultimate Educator" Training-for-Trainers" text and the "Leadership in Victim Services" text.

She has authored or contributed to over 30 curricula and texts published by the Office for Victims of Crime since 1989, including "The Victim Role in Offender Reentry" and "Creating a Victim Focus: A Guide to Working with Victims During Offender Reentry" books. Seymour was also the Director of the OVC Strategic Planning Toolkit Project, and served as its principal author and editor, and coordinator of a national "training for planners" and Statewide Strategic Planning Conference for six states, both held in 2003. She was the Project Director for OVC's Oral History Project, and its National Public Awareness and Education Campaign. Seymour is also a consultant and trainer for the U.S. Department of State to help improve services to American citizens who are victimized abroad, and is Co-investigator on the first project to determine mental health problems in Vietnam. She has appeared in virtually every news medium -- including all network morning shows and evening newscasts, *Nightline*, *Larry King Live*, *Crossfire*, *The Oprah Winfrey Show*, and *Frontline* -- as an expert on crime victims' rights.

Seymour is a member of the U.S. Department of Justice Victims' Rights Roundtable and the U.S. Congressional Victims' Rights Caucus Advisory Group; member of the Board of Directors of the National Victims' Constitutional Amendment Network; member of the Board of Directors and Treasurer of the International Association of Reentry; Vice-chair of the American Correctional Association Restorative Justice Committee; Board Member of the American Probation and Parole Association and past Chair and founding member of its Victim Issues Committee; Founding and Core Faculty Member of the National Victim Assistance Academy; Advisory Committee member for the Statewide Automated Victim Information and Notification (SAVIN) project; a senior consultant to the National Violence Against Women Prevention Research Center; principal consultant to the Center for Sex Offender Management and a member of its National Working Group; a Senior Consultant to the national Balanced and Restorative Justice Project; training consultant to the National Council of Juvenile and Family Court Judges; member of the faculty of The National Judicial College and the National College of District Attorneys; consultant to the National Association of VOCA Assistance Administrators; and a member of the District of Columbia Advisory Commission on Sentencing.

Seymour has received numerous honors for her efforts, including the 1992 "Outstanding Service to Crime Victims" award from President Bush and the U.S. Congress Victim's Rights Caucus Ed Stout Memorial Award for Outstanding Victim Advocacy (2007). She graduated from California State University, Chico in 1979 with a Bachelor of Arts in Social Work/Corrections, and was valedictorian of her graduating class. Seymour completed her coursework in the CSU, Chico Masters of Public Administration program.

April 2009



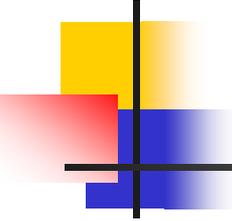
# The Impact of Crime on Victims

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*Presented by:*

Anne Seymour

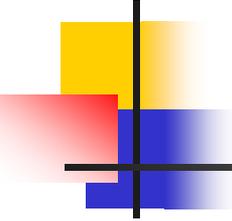
[anneseey@atlantech.net](mailto:anneseey@atlantech.net)



# Learning Objectives

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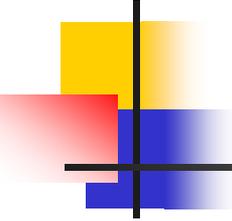
- Describe four major theories of victim trauma
- Identify the immediate-, short- and long-term psychological impact of victimization
- Describe key aspects of the physical, spiritual, and financial impact of crime on victims.
- Identify key tenets in cultural competence
- Describe measures that can empower victims to participate



# Key Issues to Consider

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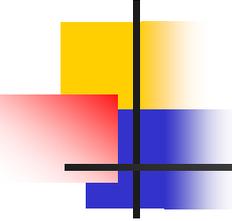
- More than half of victims are *known* to their offenders.
- Not *all* victims report crimes to law enforcement.
- Many non-reporting victims still seek support and services.
- Many reporting victims may have prior victimizations.



# Why the DoD and Helping Professionals Should be Concerned About Victim Trauma

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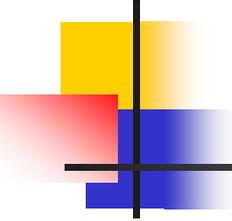
- Can be very stressful for them.
- They are required to think about the criminal act.
- They are asked to discuss what happened in intimate detail.
- They must once again face the alleged or convicted perpetrator.
- It is a process they may not understand, and in which they may be unwilling participants.



# Identifying and Addressing Victim Trauma Can:

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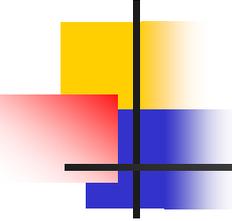
- Increase victims' capacity to report crimes and cooperate.
- Enhance their ability to effectively participate as witnesses.
- Affect their overall perception of the DoD & MJS.
- Enhance victim input into plea agreements, VIS, and seeking services.
- Enhance their capacity to provide information critical to offender management.
- Avoid secondary trauma.



# Important Considerations for the DoD and Helping Professionals

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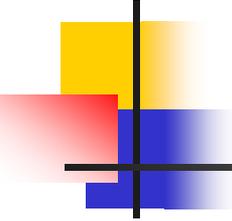
- Every *victim* is unique.
- Every *case* is unique.
- Helpful responses must be:
  - Tailored to individual needs.
  - Culturally competent
  - Collaborative – involving both system- and community-based agencies and organizations



# Important Considerations for Helping Professionals *(cont.)*

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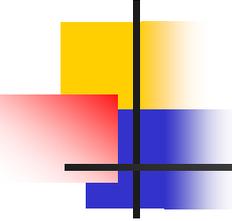
- Victims are asked often to participate in justice processes when they are likely to be *most* traumatized:
  - At the crime scene.
  - Police lineups.
  - Facing the alleged offender in court.
  - Sentencing hearings.



# Important Considerations for Helping Professionals (*cont.*)

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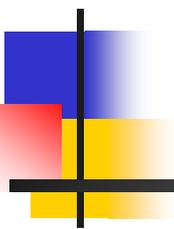
- The military justice process can be *very intimidating* for victims.
  - Often don't understand their role, and what is going to happen.
- Victims basic expectations:
  - "Being treated with respect."
  - "Being acknowledged as someone who has been hurt by crime."
  - "Receiving information about the case."



# Important Considerations: Core Needs Assessment

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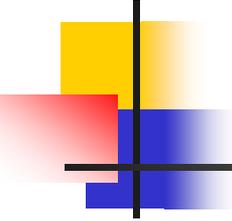
- Safety
- Food
- Shelter
- Minimal resources (clothing, personal hygiene, etc.)
- Transportation
- Social support
- Income



# Victim Trauma: The Psychological/Emotional Impact of Crime

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## Four Theories

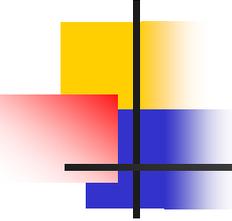


# *Victim Trauma Theory*

## Classical Conditioning

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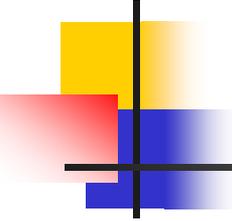
- Occurs when a neutral stimulus is paired with a stimulus that produces a particular response.
- Violent crime victimization is a “real life” classical conditioning experience – the attack is an unconditioned stimulus that produces negative emotions (which are “conditioned stimuli”).



# Possible Conditioned Stimuli

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- Characteristics of the assailant.
- Characteristics of the crime setting.
- Seeing the assailant in court.
- Testifying about the details of the crime.
- Even *helping professionals* can evoke negative emotions in the victim.

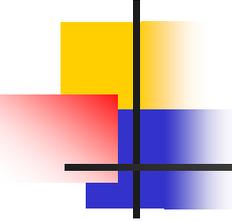


# *Victim Trauma Theory*

## Avoidance Behavior

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- This is the most common response to crime-related conditioned stimuli.
- Victims may avoid contact with and try to escape from situations that remind them of the crime, and they may:
  - *Not* want to testify.
  - *Not* return phone calls.
  - *Not* respond to contacts from DoD justice or victim assistance agencies.

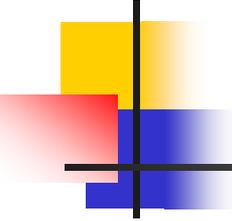


# *Victim Trauma Theory*

## Attribution Theory

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- Individuals have a compelling need to understand their experience:
  - They are constantly interpreting and attaching meaning to environmental events.
- How victims view the criminal event, and how the event is interpreted by the military justice system, contribute to a cognitive coping process that can help them regain a sense of control in their lives.

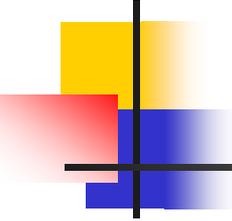


# *Victim Trauma Theory*

## Equity Theory

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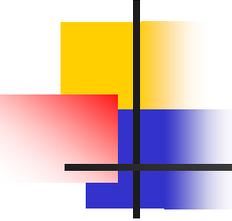
- Focuses on:
  - The amount of harm suffered by victims.
  - The extent to which they are angry and distressed.
  - The degree to which they have been treated in an inequitable fashion.
- Can be addressed by:
  - Fair treatment.
  - Referrals to services.
  - The degree to which the assailant is held accountable.



# Immediate- and Short-term Trauma Reactions

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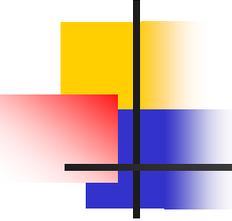
- Shock, surprise and terror that the crime happened.
- Feelings of unreality.
- High levels of physiological anxiety.
- Continued symptoms of anxiety.
- People who have been victimized in the past are at greater risk of developing emotional problems than newly victimized individuals.



# Immediate-and Short-term Trauma Reactions: Examples of Distress

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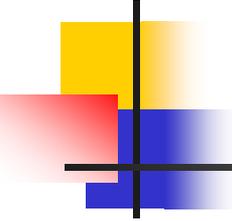
- Preoccupation with the crime.
- Concerned about their safety and that of their loved ones.
- Concerned that they will not be believed, and be blamed.
- Negative changes in belief systems.
- Chronic trauma evokes feelings of never knowing when the next attack will occur.



# Long-term Trauma Reactions

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- Major depression.
- Thoughts of suicide and suicide attempts.
- Use/abuse of alcohol and other drugs.
- Ongoing problems with relationships.
- Anxiety disorders.
- Changing view of the world as “a safe place.”
- Increased risk of further victimization.
- Post-traumatic Stress Disorder (PTSD).



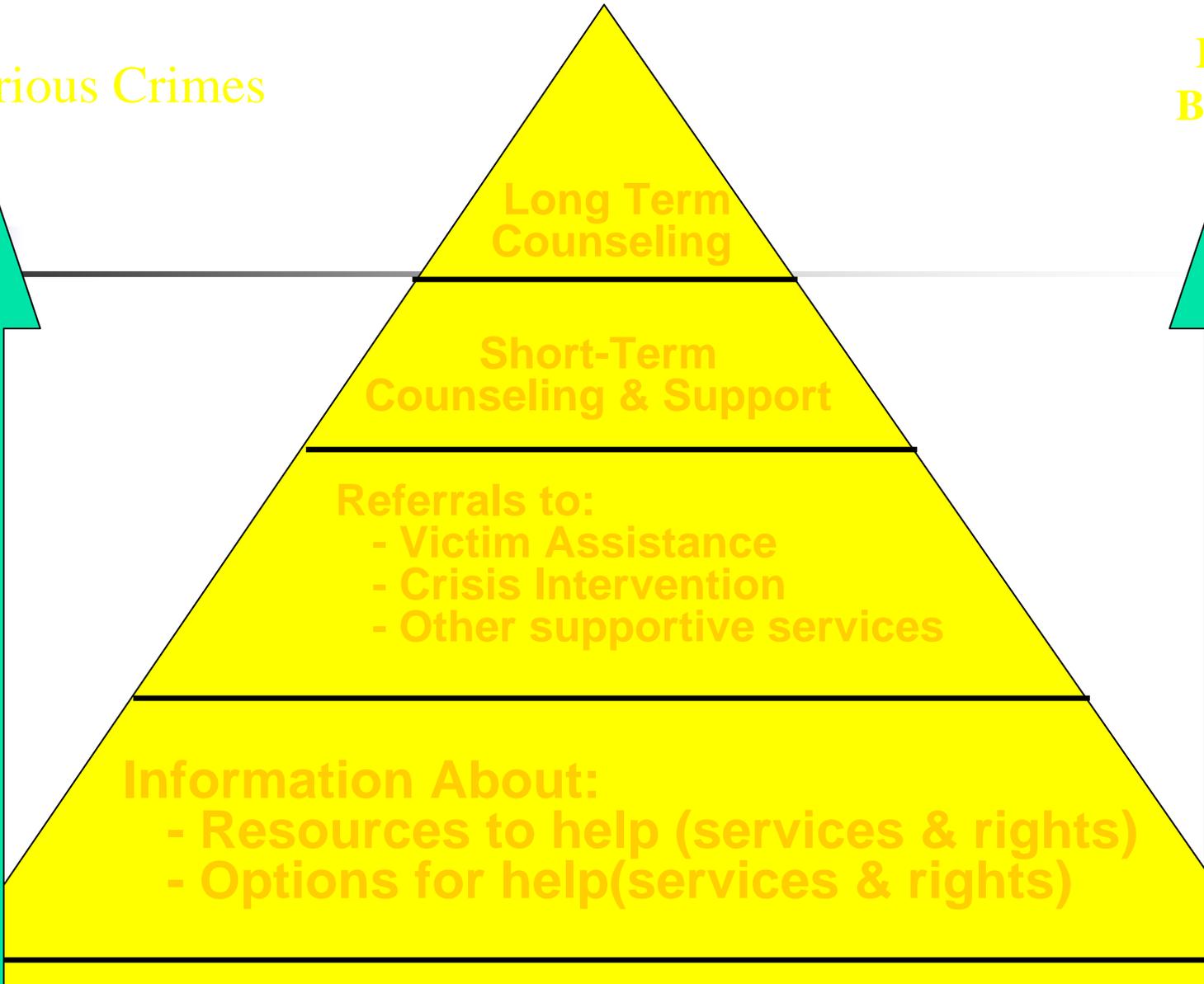
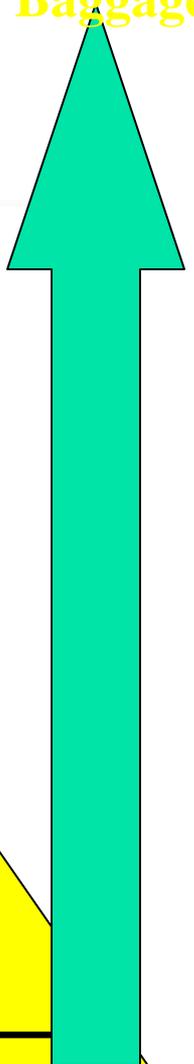
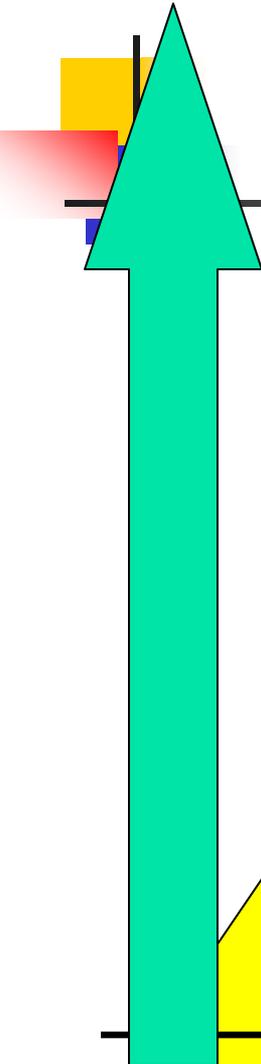
# REMEMBER:

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- Not *all* victims endure significant trauma in the aftermath of crime.
- The range of reactions often depends upon pre- and post-victimization factors, and factors related to the crime.
- An *immediate* and *ongoing* sensitive response always benefits victims!

Most Serious Crimes

Heavy Baggage



Long Term Counseling

Short-Term Counseling & Support

Referrals to:

- Victim Assistance
- Crisis Intervention
- Other supportive services

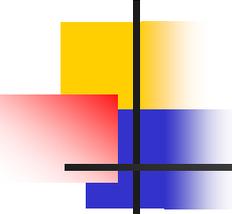
Information About:

- Resources to help (services & rights)
- Options for help (services & rights)

Immediate Empathic Response

Less Serious Crimes

Light Baggage

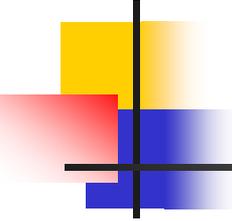


# Types of Crime Victims Most Likely to Need Mental Health Counseling

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## ***Pre-victimization Factors:***

- No consistent finding with respect to demographic characteristics.
- Prior victimization history increases trauma following a new crime.
- History of prior mental health problems increases trauma following a new crime, particularly history of PTSD or major depression.



# Types of Crime Victims Most Likely to Need Mental Health Counseling

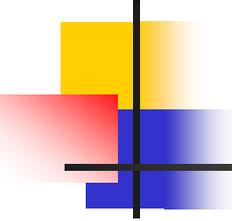
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- ***Crime Factors:***

- Life threat and injury increases risk.
- Violent crimes vs. property crimes.

- ***Post victimization Factors:***

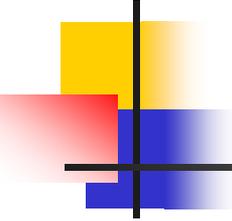
- Poor social support.
- Degree of exposure to the justice system.



# In Addition to the Mental Health Impact of Victimization:

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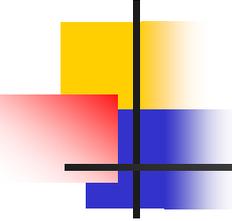
- There can also be:
  - Physical impact.
  - Financial impact.
  - Spiritual impact.



# Physical Impact

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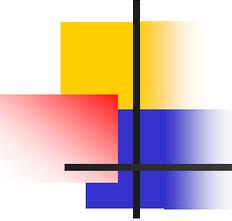
- Serious physical injuries may preclude some victims from participating in court or other processes.
- Some injuries may cause acute or chronic discomfort to victims.
- May affect a victim's stamina.
- ADA compliance is essential.



# The Physical Impact of Victimization

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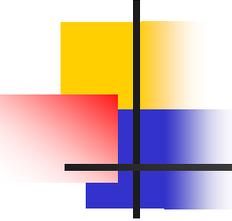
- Physical injuries (from minor to catastrophic)
  - Insomnia
  - Appetite disturbance
  - Lethargy
  - Headaches
  - Stomach aches
  - Muscle tension
  - Nausea
  - Decreased libido
- (Physical injuries often affect emotional and psychological responses)*



# Financial Impact

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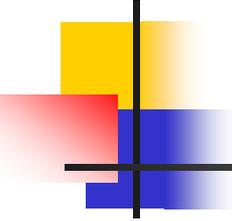
- Some victims cannot afford to take time off from work to attend court or participate in other processes.
  - Advocates can provide employer intervention.
- ALL helping professionals should provide victims with information about crime victim compensation.
- Restitution should be a *priority* of courts to help victims recover pecuniary losses resulting from the crime.



# The Financial Impact of Victimization

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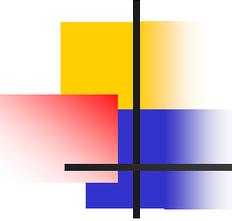
- Costs of medical and mental health services
- Repairing property or replacing possessions
- Higher insurance premiums
- Participating in the justice system (child care, attending the trial, etc.)
- Taking time off from work
- Funeral or burial expenses



# Spiritual Impact

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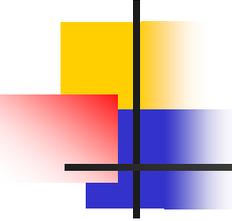
- A victim's spiritual beliefs can directly affect his or her decision to report crimes and/or participate in court and other processes.
- While we do not always know if a victim's spiritual beliefs are affecting his or her participation, training to enhance awareness is important.



# The Spiritual Impact of Victimization (cont.)

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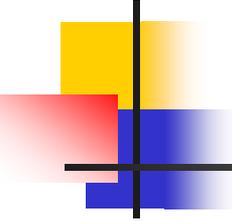
- Questioning one's faith:
  - Feelings of anger, hatred and/or betrayal
  - Is there a "just God"?
- Reliance on one's faith to cope
- Search for spiritual answers to deal with grief and trauma
- Addressing specific faith issues such as "forgiveness"



# The Spiritual Impact of Victimization (*cont.*)

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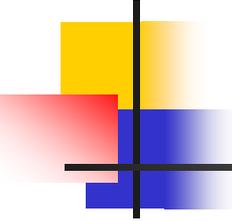
- Multi-faiths must be recognized and respected:
  - Christianity
  - Judaism
  - Islam
  - Buddhism
  - Hinduism
  - Native American
    - **With efforts to understand basic premises of each faith**



# Empowering Victims

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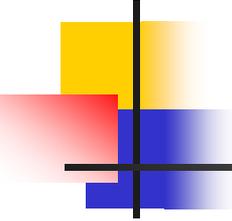
- Put yourself in a victim's shoes:
  - What might they think about the MJS?
  - What "word out" might they have heard?
  - Why might they not want to participate?
- Start at the beginning:
  - First response
  - Coordination between MJS and community-based victim assistance programs
- How are victims viewed and treated as a whole?



# Empowering Victims (cont.)

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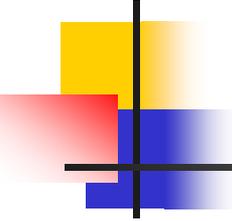
- Review your victim information:
  - Sensitive?
  - Clear?
  - Easy to understand?
- Collaborate with allied agencies:
  - CJS agencies (X-jurisdiction cases)
  - Victim services
  - Other community-based services



# Empowering Victims (cont.)

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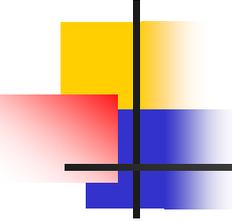
- Get constructive feedback from victims:
  - Focus groups or round tables
  - Victim assessment surveys
  - Talking to angry victims
  - Meetings with your staff
- Get trained!:
  - Victim trauma
  - Victims' major needs



# Empowering Victims by Addressing Their Needs for....

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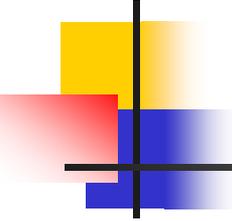
- Safety and security
- Ventilation and validation
- Information and education



# Safety and Security

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- Victim safety must be *first priority* of the MJS and service providers
  - Immediate
  - Long-term
- Victims will not always tell you that they do not feel safe -- it is crucial to ask if they have any safety concerns!
- Allow the victim to *define the harm*, which contributes to safety/security responses



# Safety and Security

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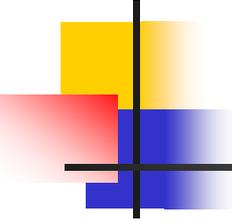
- Learn all you can about different crimes and range of possible victim reactions
- Individualize each crime, each victim, and each situation
- Give victims as much control and decision-making authority as possible
- Work with victim to identify a social support system

# Safety and Security

## *Victim Protection Measures*

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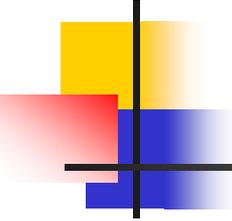
- Immediate, sensitive response by MJS
- Confidentiality of victim services and requests for MJS interventions
- Protective orders
- Cross-agency collaboration
- Safety plans
- Offender accountability



# Ventilation and Validation

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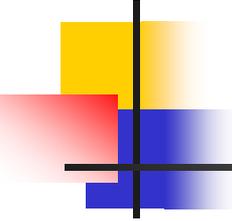
- Understand that the more victims speak about their crimes, the more (and more clearly) they remember details.
- Validate that *the victim is your client!*
- Always allow victims to talk, ventilate and express their opinions
- If you need to set time limits for victim interactions, *help victims make the best use of your limited time together.*



# Ventilation and Validation

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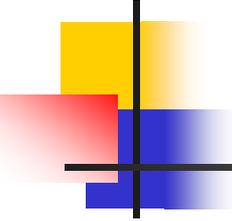
- Ask up front: “How has this crime/ offense affected you and your family?”
- Always ask: “Who else have you talked to?”
- Always ask: “What do *you* want to happen?” (*this helps set parameters*)
- Validate victims’ anger directed at the offender, the MJS, and society



# Information and Education

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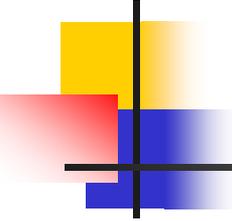
- Recognize most victims *do not* understand the MJS.
- Provide information about the system:
  - Different agencies and how they interact (if they interact)
  - Key players
  - Respective responsibilities for implementing victims' rights
  - Victim compensation.



# Information and Education

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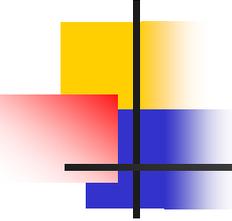
- Always put information in writing:
  - Keep it simple
  - Use layperson's terms
  - Multi-lingual is important
  - Outreach to underserved victims.
- Provide a sentence in all English brochures about availability in other languages.



# Information and Education

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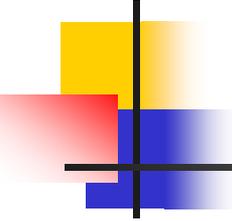
- A “glossary of terms” is essential.
- Know all applicable victims’ rights
- Be willing/able to provide information about and referrals to victim services
- Always explain what you *can* and *will* do. Never assume the victim knows this!



# Know Available Resources!

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- Over 10,000 system- and community-based victim assistance programs
- Office for Victims of Crime portal:
  - [www.ovc.gov](http://www.ovc.gov)
- Websites and toll-free numbers (*see handout*)



For More Information.....

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Anne Seymour

[annesey@atlantech.net](mailto:annesey@atlantech.net)

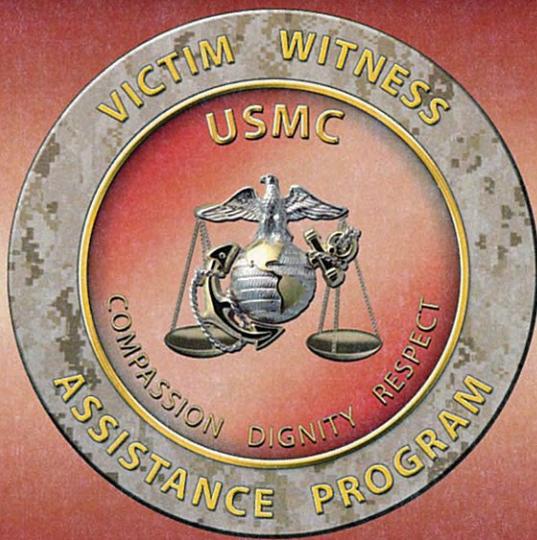
## The Impact of Crime on Victims

Physical Impact	Spiritual Impact
<ul style="list-style-type: none"> <li>\$ Physiological anxiety (including rapid heart rate, hyperventilation and stomach distress)</li> <li>\$ Physical injuries (such as gunshot wounds, lacerations, broken bones, sprains, burns, etc.)</li> <li>\$ Physical injuries that lead to other health conditions (such as heart attack, stroke, fractures from falling, loss of dexterity, etc.)</li> <li>\$ Increased risk of cardiac distress; irritable bowel syndrome; chronic pain; and sexual dysfunction</li> <li>\$ Permanent disability</li> <li>\$ Disfigurement</li> <li>\$ Immune disorders that increase the potential for infectious diseases</li> <li>\$ Substantial lifestyle changes, including restriction of activities once enjoyed</li> <li>\$ Lethargy and body fatigue</li> <li>\$ Sleep disorders</li> <li>\$ Loss of appetite, excessive appetite, or eating disorders</li> <li>\$ Decreased libido and sexual dysfunction</li> <li>\$ Inability to work</li> <li>\$ Increased risk of future victimization</li> <li>\$ For sexual assault victims: possible exposure to sexually transmitted diseases; exposure to HIV; and unwanted pregnancy</li> </ul>	<ul style="list-style-type: none"> <li>\$ In an attempt to understand events that make no sense, people who do and do not engage in religious practice often turn to spiritual beliefs with which they were raised. These spiritual insights are sometimes helpful but, more often than not, victims express disappointment in their faith communities' reactions.</li> <li>\$ All religions accept human suffering as a component of the human experience, but understand its role differently. Hindus and Buddhists understand the role of karma in tragic events and seek to accept what has happened rather than seek justice. Jews believe that God expects human beings to act in kindness to one another, and when they do not, justice is sought and forgiveness must be earned. The wide gamut of Christianity practiced in the United States includes all perspectives from acceptance as "God's will" and forgiveness of offenders to strong drives for justice in the secular arena. Muslims believe they have a special mission from God/Allah to create a just society. Other than the radical fringe, they condemn violence and willingly participate in the justice system.</li> </ul>

Emotional/Psychological Impact	Financial Impact
\$ Shock	\$ Medical bills i.e., emergency
\$ Terror	transportation, hospital stays,
\$ Feelings of unreality	inpatient and outpatient physical
\$ Feelings of numbness	care, medical supplies, etc.
\$ Confusion	\$ Medication and prescription drugs
\$ Helplessness	\$ Replacement of eyeglasses,
\$ Fear	hearing aids or other sensory aid
\$ Anger or rage	items damaged, destroyed or
\$ Grief or intense sorrow	stolen
\$ Enhancement of particular senses,	\$ Rental and related costs for
i.e., hearing, smell, sight, etc.	physical mobility restoration
\$ Anxiety (including terror,	equipment, i.e., wheelchairs and
helplessness, and feeling out of	ramps, crutches, etc.
control)	\$ Physical therapy
\$ Difficulty trusting self or others	\$ Occupational therapy
\$ Depression	\$ Job retraining
\$ Panic symptoms	\$ Mental health counseling and
\$ Anxiety disorders, i.e., panic	therapy
disorder, agoraphobia, and	\$ Loss of wages due to
obsessive-compulsive disorder	incapacitation, rehabilitation, and
\$ Inability to concentrate	taking time off from work to repair
\$ Guilt and self-blame	damages of property crimes;
\$ Shame	participate in criminal or juvenile
\$ Pre-occupation with the crime	justice proceedings; and seeking
\$ Concerns about personal safety	medical or mental health treatment
\$ Problems with important	\$ Crime scene cleanup
relationships	\$ Loss of or damage to personal
\$ Social withdrawal	property
\$ Concerns about being believed	\$ Costs of replacing locks and
\$ Concerns about being blamed	changing security devices
\$ Negative changes in belief system	\$ Child and elder care
\$ Increased feelings of vulnerability	\$ Fees incurred in changing banking
\$ Increased risk of alcohol or other	or credit card accounts
drug abuse	\$ Higher insurance premiums
\$ Isolation	\$ Relocation expenses
\$ Persistent avoidance of things	\$ For homicide victims: funeral and
associated with the traumatic event	burial expenses, and loss of
\$ Suicide ideation	income
\$ Post-traumatic stress disorder	
(PTSD)	

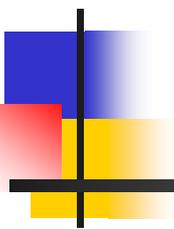
By Anne Seymour, 2006, Justice Solutions, Washington, DC

# COMMUNICATING WITH VICTIMS



*"TOGETHER WE CAN  
MAKE A DIFFERENCE"*

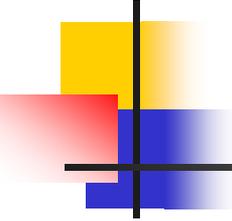
ANNE SEYMOUR



# Communicating With Victims

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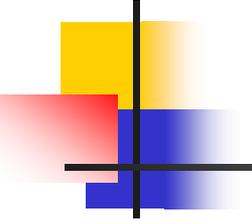
USMC FY 2010 VICTIM WITNESS  
ASSISTANCE PROGRAM



# Session Goals

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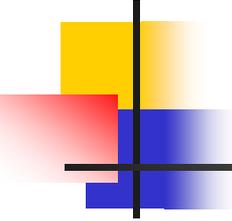
- Describe words that may be hurtful to victims.
- Identify three reasons why good communication skills can enhance victim interviews.
- Describe “do’s and don’t’s” of communicating with victims.



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“Victims remember  
TWO things: those  
who *help*, and those  
who *hurt*.”

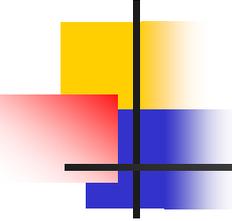
-- Cheryl Ward Kaiser



# Individual Responses to Crime and Victimization

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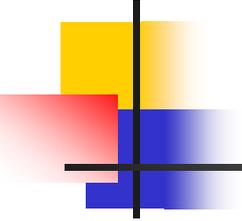
- Often at the hands of family members, friends, faith community members, and even helping professionals:
  - “It’s time to get on with your life.”
  - “When is she ever going to ‘get over it,’ ‘get a grip,’ or ‘get back to normal.’”
- Support and guidance must be provided to victims’/survivors’ support networks



# The Words We Use.....

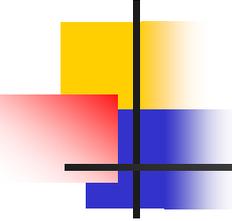
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- Often imply judgments or expectations of victims and survivors
- The language of trauma and victimization has *different connotations* for *different people*
- When they cannot achieve what the words imply, they may feel “worthless,” “damaged,” and “like a freak.”



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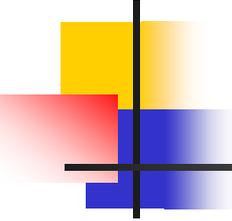
What are some  
**WORDS**  
that victims might find  
hurtful or offensive?



# The Language of Victimization

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- "Stages of grief"
- Closure
- Healing
- Forgiveness

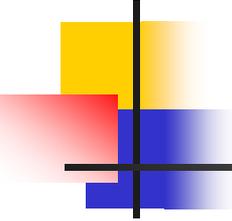


# "Stages" of Grief

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"The language of healing and closure revealed a need to systematize and regulate mourning, particularly after mass violent death. In the days following the bombing, the Daily Oklahoman showered readers with the 'stages of grief,' telling them to look for signs of 'normal' and 'abnormal' behavior."

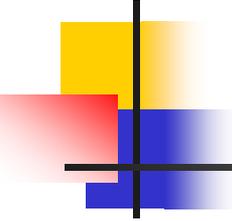
- *Marsha Kight*



# “Stages” of Grief

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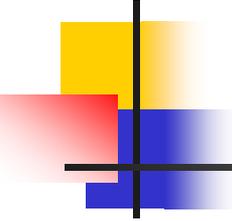
- Based on a linear model, which reconstruction of one’s life following trauma is *NOT*
- Put unrealistic time limits on people
- May have serious implications for issues such as return to work
- “If you are not over it, you are not grieving intensely; you are ill.” (*Kight*)



## “Stages” of Grief” (cont.)

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- Fail to recognize:
  - “Trauma triggers”
  - The need for possible “refresher counseling” at any time in a survivor’s life
  - Individuals’ coping strategies
  - The impact of justice proceedings

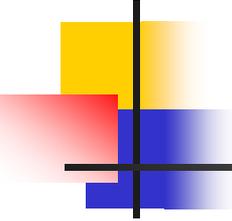


# Closure

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“You close on a house; you don’t close on your son’s life.”

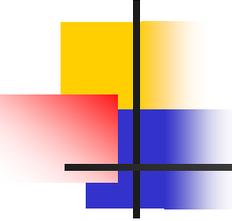
*- Mother of a man killed in the bombing of the Murrah Building*



# Closure

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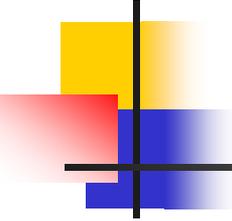
- A word that is bandied about after both individual and mass victimizations
- Refers realistically to what?"
  - **The *end* of trauma?**
  - **No more suffering?**
- “Closure” implies a finality that, for many victims, is just *not* possible – victimization can produce life-altering changes.



# Healing

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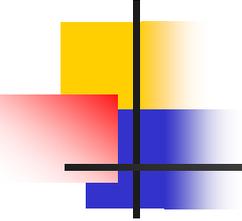
- Is a highly personal word that, for some victims, is also highly charged
- Often included in victimization literature and trauma responses
- When a victim doesn't feel "healed," he or she often feels like a failure
  - The "expectation" of healing contributes to this



# Forgiveness

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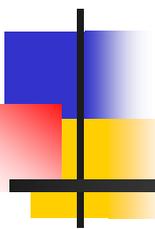
- Steeped in longstanding religious and spiritual traditions
  - Traditions which may not match those of the victim/survivor
- Fails to address the concept of “earned redemption”
- Forgiveness should never be *expected* nor *encouraged*.
- It is a highly personal concept.



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“Kind words can be short  
and easy to speak, but  
their echoes are  
truly endless.”

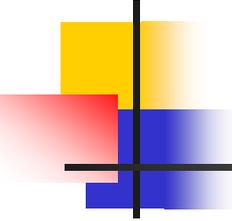
- Mother Theresa



# Communicating with Victims

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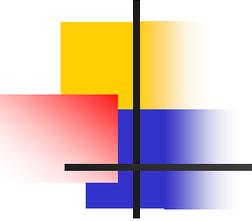
“Listen to my Story”  
VIDEOTAPE



# Establishing Goals of Communications With Victims

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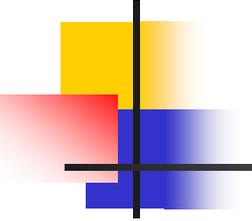
- Identify victims' needs.
- Explaining justice processes and their role.
- Implement the rights of victims
- Protect the safety of victims
- Provide information requested.
- Obtain information needed.
- Sensitivity to special needs or concerns.



# Effect of Victim Reactions on Communications

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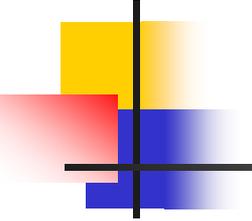
- Difficult interviews with victims:
  - Victims who are angry, confused or highly traumatized.
- Limited information:
  - Cannot always answer victims' important questions.
- Stressful to the helping professional:
  - Vicarious trauma.



# You Can Discourage Communication by:

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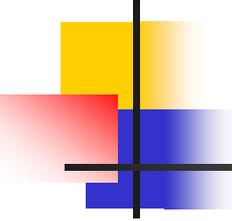
- Talking too much
- Talking too little
- Using jargon
- Lack of attention to affect of the victim
- Behaving in a defensive or judgmental manner
- Speaking in an aggressive manner



# You Can Encourage Communication By:

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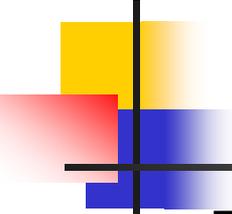
- Body language
- Explaining the process/reason for your communications to the victim
- Setting guidelines for the interview
- Sensitivity to cultural issues
- Sensitivity to victims with special needs or concerns.
- Addressing confidentiality.



# Some **Do's** of Communicating with Victims

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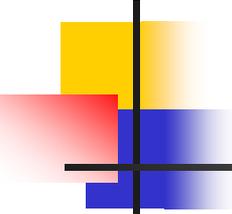
- **Attempt foremost to communicate trust, support & confidence.**
- **Calm & comfort victims. Ask “How are you doing?”**
- **Allow victims time to tell what happened & describe how they are feeling in their own words.**
- **Give victims back the control the offender took away by letting them decide when & where to talk.**



# Some Do's of Communicating with Victims

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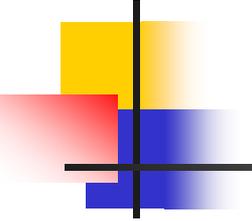
- Reassure them that their feelings are quite normal & natural, even though they may seem unusual at the moment.
- Let the victim know that any feelings of anger, distress, frustration, fear, etc. are *not* uncommon & are perfectly justifiable.
- Be willing to *listen* to the victim share his/her experience if he/she wants to talk about the crime and its effects, and *validate* that experience with empathy & support.



# Some **Do's** of Communicating with Victims

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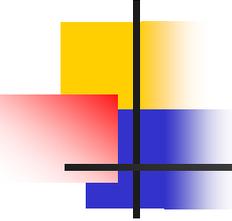
- **Be encouraging, but not unrealistic.**
- **Be alert for opportunities to stress the victim's qualities & strengths (without being patronizing).**
- **Accept the fact that you may never know whether a victim follows through with your recommendations.**



# Some **Do's** of Communicating with Victims

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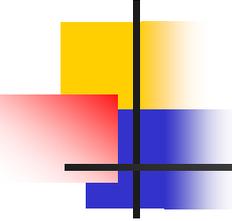
- **Have an information & referral system—with names, addresses, telephone numbers, e-mails, & websites/pages—to be able to provide appropriate referrals.**
- **Offer to make referral calls/contacts for further information & victim support (to ensure that a connection is actually made for the victim).**
- **Ask for assistance from a supervisor if a call appears to be too difficult to handle yourself.**



# Some Do's of Communicating with Victims

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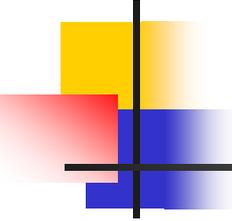
- **Recognize that mistakes will be made, & that increased communication skills come with learning from your mistakes.**
- **Understand that many victims will have extreme difficulty reconstructing their lives after a violent crime, and that some may *never* recover from the tragedy.**



# Some Don'ts of Communicating with Victims

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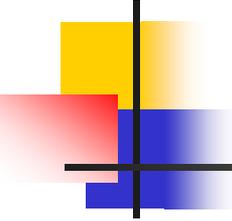
- **Be judgmental or blame the victim for the crime that was committed against him/her.**
- **“Second guess” how the victim reacted to the crime, either at the time it was occurring or in the aftermath of a violent act.**
- **Avoid the victim, or avoid listening about his/her reaction to the crime. Listening about & validating those experiences & emotions are critical to a victim’s reconstruction after a crime.**



# Some Don'ts of Communicating with Victims

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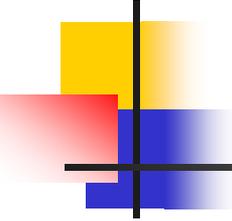
- Try to frame the victim's experience to any possibly similar experiences, even your own. It is *essential* to individualize each victim, each crime & each victim's reaction to that crime.
- Be "over-helpful" by making decisions & choices for victims. Since no victim *chooses* to be victimized or has control over a violent act committed against him/her, the ability for victims to *regain control* over their lives & *make decisions* affecting their lives, becomes vital.



# Some Don'ts of Communicating with Victims

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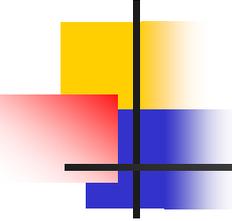
- **Be discouraged if you feel a call or contact has been unsuccessful. You are not expected to “solve” most problems with a single contact.**
- **Be afraid of silence. Use it constructively. Don't talk more than the victim caller.**
- **Become flustered by the victim's anxiety or urgency. One of the most important things is that you must remain calm, even in a crisis. Remember too that your anxiety can easily be transmitted over the telephone.**



# Some Don'ts of Communicating with Victims

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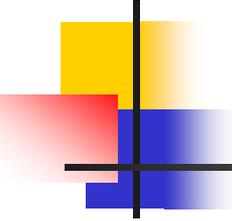
- **“Take sides” with a victim who has had difficult experiences with the justice system or agencies. Work to solve problems & assure the victim that you will do your best to address their identified needs. Avoid “trash talk” about allied professionals at all costs!**
- **Become defensive or arrogant, or get into an argument with a victim.**



# Some Don'ts of Communicating with Victims

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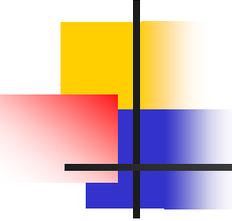
- **Expect to be a psychotherapist, nor to know all the “right” answers. Your job is to listen and assist the victim—to the degree possible—in handling his or her immediate issues.**



# *Good and Bad* Things to Say to Victims

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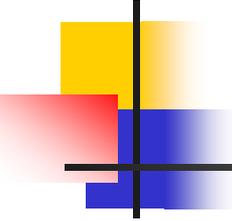
*Please see participant handout.*



# Effective Listening

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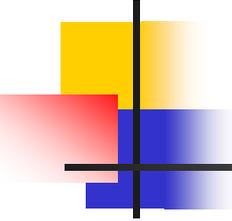
- No matter how effective your questions are, if you aren't listening, you won't get the information.
- Listening is a mental process.
- There is a difference between **hearing** and **listening**.



# Active Listening

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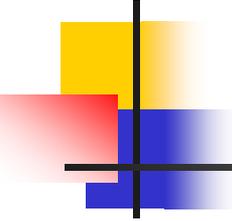
- Listening carefully to what the speaker is saying, without judgment or evaluation.
- Listening to content of message, as well as the feelings being expressed.
- Attempting to stand in the other's shoes to try and understand and relate to another's situation and feelings.



# How Do You Practice Active Listening?

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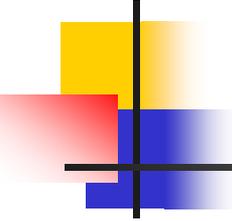
- Be attentive.
- Take time to listen without interrupting.
- Allow client to be silent.
- Ask for clarification or repetition of statements.
- Set your reactions aside and focus on the victim's feelings.



# Active Listening Techniques

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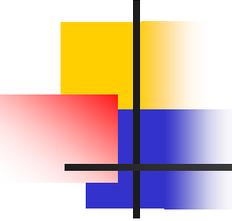
- **Responsive/Reactive Listening**
  - ***Verbal feedback.*** Demonstrates to victim that you're paying attention. Merely saying "I see" or "Uh-huh" as the victim talks can build rapport, demonstrate your interest, & encourage victim to keep on.
  - ***Take notes.*** Demonstrates your professionalism and concern, as well as preserves essential information.



# Active Listening Techniques

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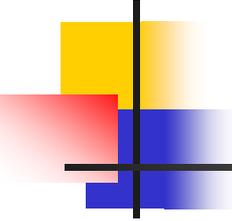
- **Responsive/Reactive Listening (cont.)**
  - ***Verify thoughts & feelings.*** “Put yourself in the victim’s shoes.” Summarize aloud what the victim has said to you. Demonstrate you’re trying to understand what the victim is feeling.
  - ***Confirm what you hear.*** Paraphrase back to the victim, in your own words, your understanding of his/her position. Avoids misunderstanding down the line.



# Active Listening Techniques

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- **Responsive/Reactive Listening (cont.)**
  - ***Transition.*** Before deciding on a course of action, confirm the victim's statements and go on to build a relationship.
    - "Has anyone given you written info about your rights as a victim and available services?"
    - "Do you have receipts for any of your possessions that were stolen?"



# The Dynamics of Diversity

## *People Vary in the Ways They:*

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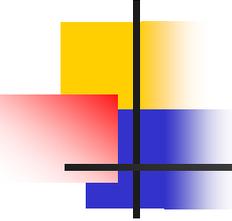
- Think.
- Learn.
- Process information.
- Respond to authority.
- Show respect.
- Reach agreements.

# Basic Cultural Considerations

## Include:

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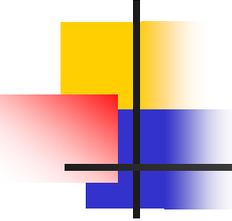
- Gender
- Age
- Ethnicity
- Race
- Sexual orientation
- Educational background
- Religion
- Physical/mental ability
- Military/veteran status
- Lifestyle
- Immigrant status
- Language facility



# Tips for Culturally Competent Services *(National Multicultural Institute)*

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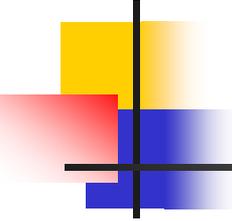
- Listen patiently and show interest and empathy.
- Be aware of confidentiality.
- Validate the victim's explanation of the crime and its repercussions.
- Be flexible and develop action plans to fit the victim's cultural framework.
- Reassure the victim that you will do your best to help him/her.



# Tips for Effective Communications *(National Multicultural Institute)*

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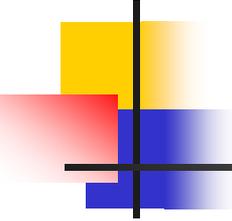
- Awareness and sensitivity to:
  - Non-verbal cues.
  - Body language.
  - Gender roles.
  - Face-saving needs.
- Ask for clarification and check for understanding.
- Keep it simple and jargon-free.



## Tips for Effective Communications/2 *(National Multicultural Institute)*

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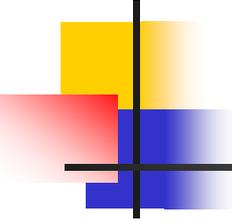
- Recognize your own communication style and acknowledge when it may clash with the victim's.
- Know and manage your hot-buttons.



# Time Limits: Start at the Beginning.....

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- “It’ll help both of us if we can identify and focus on your major needs/concerns.”
- “Thanks for calling. Let’s see if we can identify ways I can assist you.”
- “I’d like to help you, or figure out who is the best person to help you.”

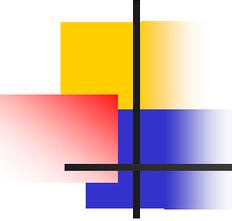


# Time Limits:

## Start at the Beginning.....

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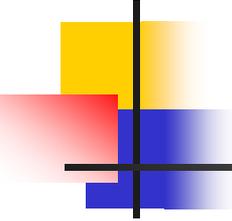
- “I only have # minutes. I wish I had more time, but let’s see what we can do to meet your needs in this timeframe.”
- “I am not a counselor, but can offer you referrals if you need more help.”
- “My job is to \_\_\_\_\_. It sounds like you need to talk to someone with the experience to help you. Can I offer you’re a referral?”



# Time Limits: Ending A Conversation

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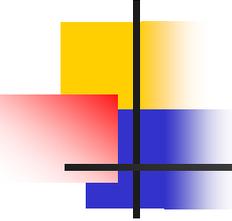
- Search for a “break” in the victim’s conversation with you.
- Express appreciation for their call:
  - “I’m glad you called....”
  - “The information you’ve given me is helpful.”
  - “Thanks for taking time to share your concerns/issues....”



# Time Limits: Ending A Conversation

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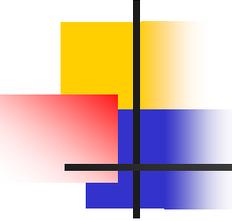
- “As I said earlier, I wish I had more time to speak with you. Since I don’t, is there any final information I should have about.....?”
- Offer “action steps” that you and/or the victim should take.
- If possible, provide a time line for the action steps.
- Thank the victim for calling.



# Dealing With Angry Victims

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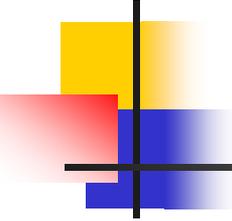
- Remember how *victim trauma* affects victim reactions and interactions!
- Focus not just on *that* the victim is angry, but on *what may be causing the anger*.
- Try not to take it personally – it isn't!



# Dealing With Angry Victims

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- Validate the victim's anger:
  - "I can tell by your voice that you're pretty upset."
  - "Let's see if we can *identify* and *address* the issues/concerns that are making you upset."
- If you feel you are being verbally abused, seek help from a supervisor.

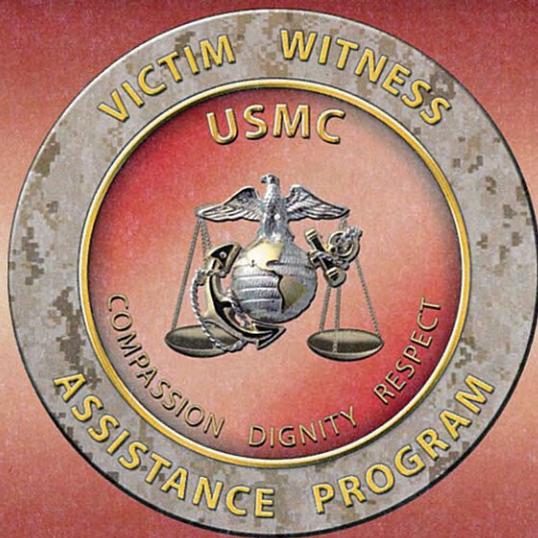


# ONE FINAL THOUGHT.....

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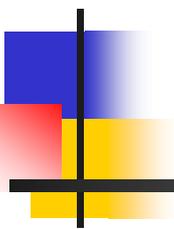
You may be the *first* person  
the victim has spoken to, or  
you may be *the most*  
*important person* the victim  
needs to talk to!

# HOW TO PREVENT AND COPE WITH STRESS, VICARIOUS TRAUMA, AND BURNOUT



*"TOGETHER WE CAN  
MAKE A DIFFERENCE"*

*ANNE SEYMOUR*



# Coping with Stress and Preventing Burnout

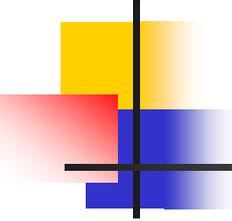
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# Vicarious Trauma

## *Conceptual Building Blocks*

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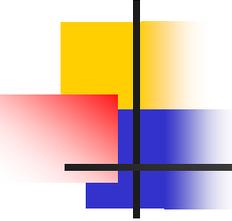
- Countertransference.
- Burnout
- Secondary trauma stress



# Countertransference

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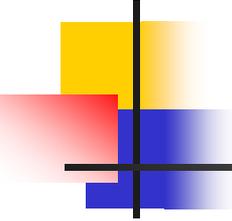
- The feelings a professional has toward a client.
- Reactions to a client's transference toward the professional.
- Professional's transference toward a client.
- Client's behavior make evoke conflicts relating to unresolved situations in the professional's life.



# Burnout

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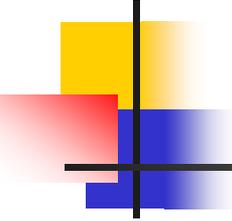
- Emerged from studies of worker discontent.
- “A state of physical, emotional, and mental exhaustion caused by a long-term involvement in emotionally demanding situations.”



# Secondary Trauma Stress

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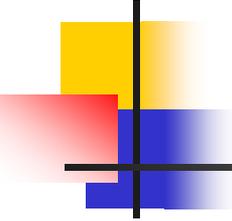
- The natural consequent behaviors and emotions resulting from knowing about a traumatizing event experienced by a significant other, and the stress resulting from helping or wanting to help a traumatized or suffering person.
- Also called “compassion fatigue.”



# Compassion Fatigue

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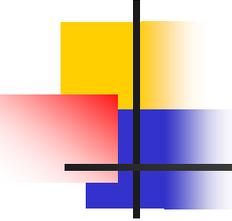
- “The cost of caring.”
- Characterized by losing your sense of self to the people you serve.
- Emotional residue of exposure to working with the suffering.
- Must contend not only with normal work stress, but with the emotional and personal feelings for the suffering.



# Compassion Fatigue (cont.)

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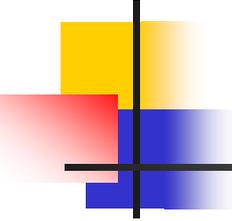
- State of tension and preoccupation with the individual or cumulative trauma of clients.
- With CF, you are absorbing the trauma through the eyes and ears of your clients.



# Human Costs of Compassion Fatigue

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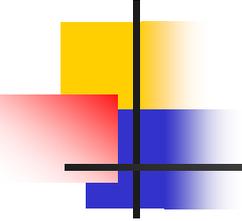
- Job performance goes down.
- Mistakes go up.
- Morale drops.
- Personal relationships are affected.
- Home lives and personality starts to deteriorate.
- Can lead to overall decline in health.



# Understanding One's Ability to Tolerate Stress

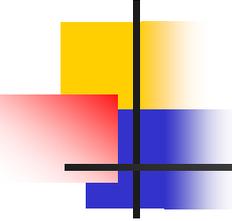
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- Past victimization.
- Past life experiences.
- Personal values and attitudes.
- Sense of control.
- Personality.
- Residual stress level.
- General state of health.



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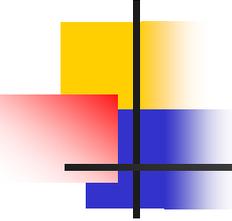
# “STRESS THEORY”



# Signs & Symptoms

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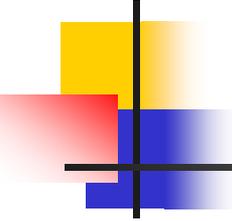
- No time or energy for self (chronic fatigue)
- Disconnection from loved ones & social withdrawal
- Increased violence sensitivity
- Increased pessimism/cynicism
- Loss of compassion



# Why the Work Impacts Us

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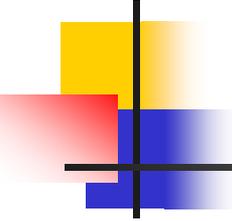
- We function outside the range of “normal” in our work.
- Exposure to cruelty and graphic info
- Exposure to the impact of crime on victims and communities
- Ongoing awareness of the possibility of crime and victimization
- Often, isolation is a factor
- Responsibility for community safety.



# Organizational/External Factors That Contribute to Stress

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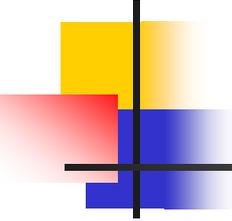
- Work overload.
- Family conflicts.
- Job conflict or ambiguity.
- Interpersonal conflicts.
- External agency conflicts.



# Organizational/External Factors That Contribute to Stress (*cont.*)

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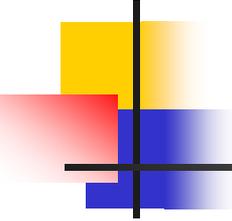
- Organizational culture.
- Insufficient resources.
- Inadequate job training.
- Changes in organizational structure or vision.



# Taking Charge of Stress

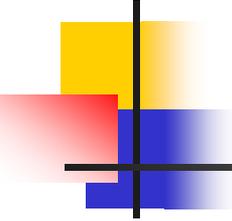
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- Accept
- Avoid
- Alter
- Adapt



# What Are Some Ways YOU Cope With Stress???

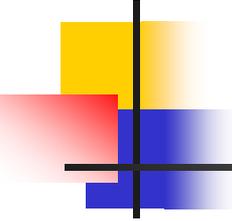
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# Consider Your Own Therapy!

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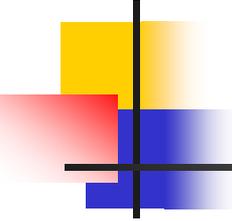
- Find the ideal therapist FOR YOU.
- Consider joining a support group.
- Be as committed to your own growth & healing as you are to those you serve.
- Set realistic goals for self.
- Inventory your current lifestyle choices & make necessary changes.



# JOURNALING

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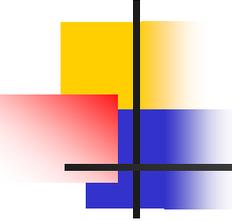
- Can improve emotional & physical health
- Recent research (SMU & Ohio State):
  - Increased T-cell production
  - Drop in doctor visits
  - Fewer absentee days
  - Generally improved physical health
- JAMA recommends 20 min. / day writing:
  - “Writing about stressful events seems to help people change how they view them.”



# Some Journaling Basics

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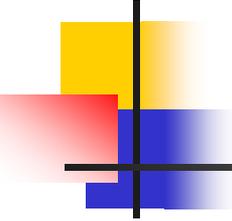
- Choose something to write in or on.
- Choose something to write with.
- Record context: time/ date/ any details.
- Don't put restrictions on your writing.
- Don't worry about spelling or grammar.
- Take a break when you finish.
- Can be private or for sharing.



# Humor & Laughter

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- Makes a person feel better.
- Laughing 100 times = 10 min. of rowing or 15 min. of biking
- Increases creativity and reduces stress.
- Puts problems in perspective.
- Clears out emotions.
- Shared laughter creates bonds.

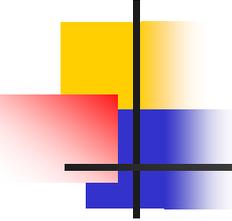


# Humor.....

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“Blessed are those who can laugh at themselves, for they shall never cease to be amused!”

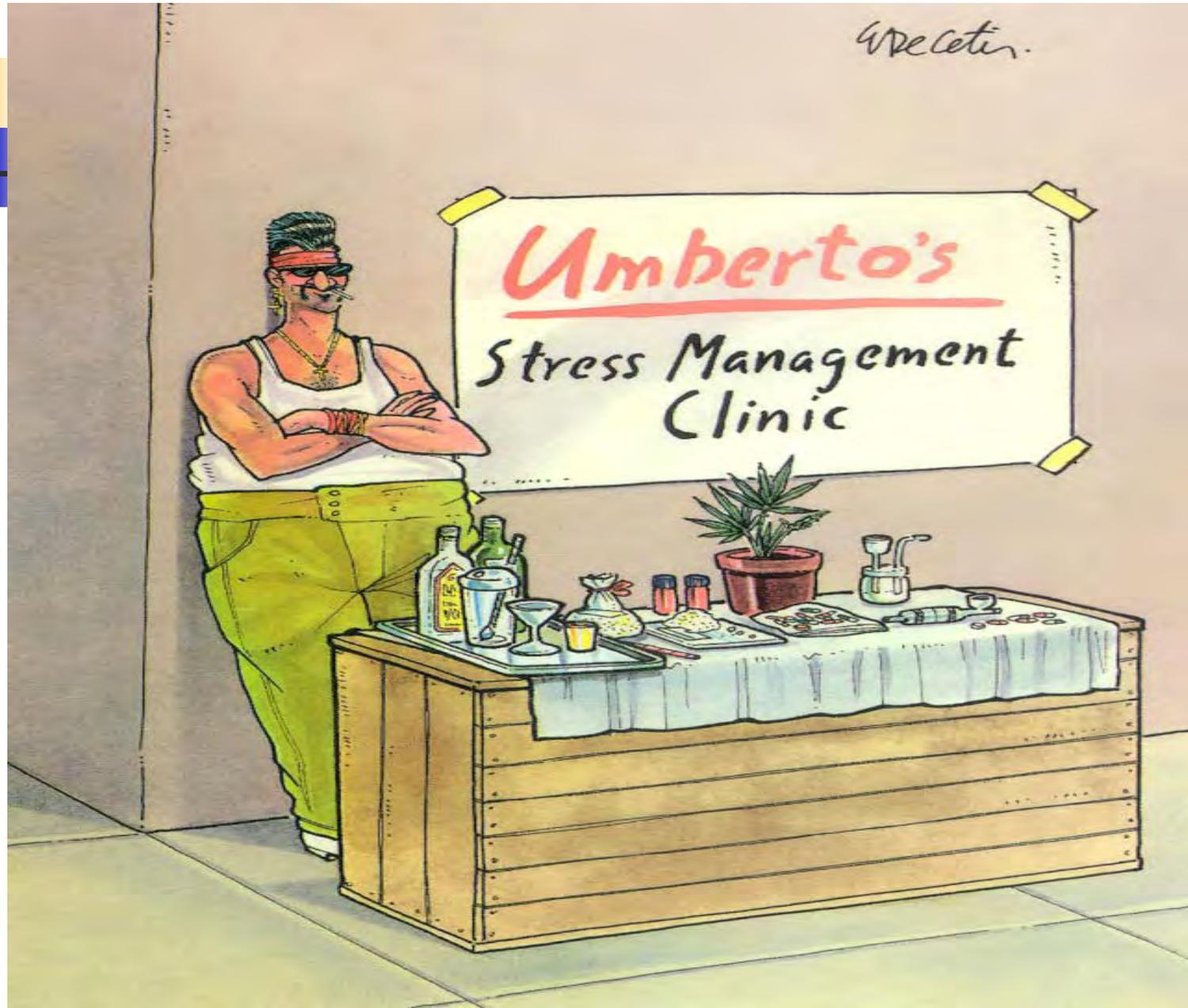
# Trauma Resilient Employees

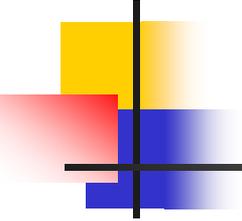


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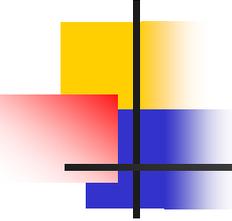
**What Can We Do  
As Individuals?**

# Umberto's Stress Management Clinic





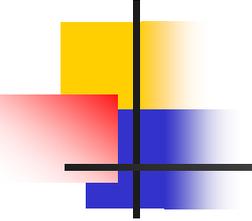
# The “ABCs” of Managing Secondary Trauma and Job Stress



# Awareness

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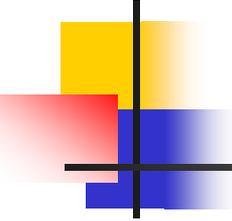
- Be self aware; know your own trauma map
- Take care of yourself
- Create a self-care list and post it prominently in your home or office
- Inventory your current lifestyle choices and make necessary changes



# Sample Self-Care List

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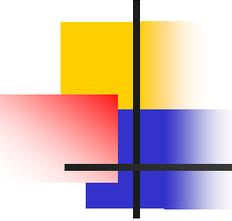
- Be creative
- Get “away”
- Get outside, appreciate the weather
- Enjoy other environments
- Have fun
- Socialize with people who aren't criminal!



# *Balance*

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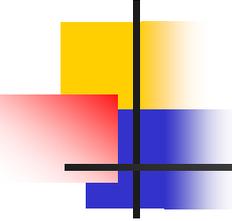
- Give self permission to fully experience emotional reactions
- Maintain clear work boundaries
- Set realistic goals for self
- Seek out new leisure activity (non-job related)



# Tips for Achieving Balance

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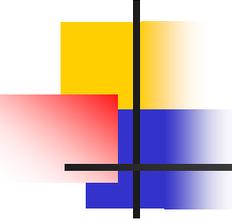
- Know your limits and accept them
- Learn and practice time management skills
- Avoid overtime
- Avoid “staff infection”
- Recognize negative coping skills and avoid them



# *Connection*

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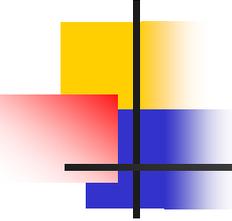
- Listen to feedback from colleagues, friends and family members
- Avoid professional isolation
- Remember your spiritual side
- Develop support systems



# Tips for Achieving Connection

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- Seek training to improve job skills and capacity
- Have a family member or friend conduct periodic “pulse checks”
- Debrief after difficult cases
- Start an informal peer support group
- *Seek* a mentor, and/or *be* a mentor



# For More Information

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Anne Seymour

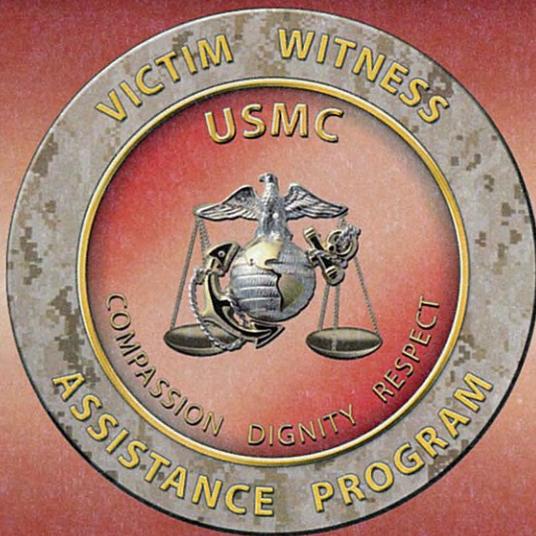
[annesey@atlantech.net](mailto:annesey@atlantech.net)

Monday Mentoring Missives Listserv:

Send a **BLANK** email to:

[MondayMissives-subscribe@yahoogroups.com](mailto:MondayMissives-subscribe@yahoogroups.com)

# CONFINEMENT ISSUES



*"TOGETHER WE CAN  
MAKE A DIFFERENCE"*

*PSL CORRECTIONS*



# VICTIM / WITNESS ASSISTANCE PROGRAM AND CORRECTIONS



Corrections Section (PSL Corrections)  
Law Enforcement and Corrections  
Branch  
Security Division, PP&O  
Headquarters, U.S. Marine Corps





# AGENDA



- References - Impact PSL Corrections, Brigs, and Pre-Trial Confinement Facilities
- PSL Corrections - VWAP mission statement
- PSL Corrections - Responsibilities
- Brigs and Pretrial Confinement Facilities (PCF) - Responsibilities
- Quality Control
- Stats



# REFERENCES

- DoDD 1030.1 of April 13, 2004 - Victim and Witness Assistance
- DoDI 1030.2 of June 4, 2004 - Victim and Witness Assistance Procedures
- SECNAVINST 1640.9C - Department of the Navy Corrections Manual (Brigs & Pre-Trial Confinement Facilities)
- SECNAVINST 5800.11B of 5 Jan 2006 - Victim and Witness Assistance Program
- MCO P5800.16A (LEGADMINMAN) Chapter 6



# PSL CORRECTIONS VWAP MISSION STATEMENT



*PSL Corrections is designated as the United States Marine Corps Central Repository and serves as the clearinghouse of information on **prisoner notifications and status changes.***



# PSL Corrections Responsibilities



- Ensure a **properly completed** DD Form 2704 is received for every post-trial prisoner.
- Ensure that a victim and witness notification program is established in each brig and pre-trial confinement facility.
  - VWAP procedures will apply to all prisoners regardless of service.
- Ensure that the corrections database accurately reflects all prisoners enrolled in the notification program.
- Verify compliance with notification requirements prior to directing any prisoner transfer or transport.



# PSL Corrections Responsibilities



- Review the notification program and when appropriate direct termination from the notification program of victims or witnesses that brig personnel are unable to contact after reasonable efforts.
  - For prisoners of other services, forward the request of termination to the appropriate service central repository.
- Inform brigs and pre-trial confinement facilities of any victim or witness requests received indicating a desire to be terminated from the notification program.
- Report via DD Form 2706, by 1 February, the total number of victims and witnesses to whom Marine Corps brig personnel provided notice of prisoner status changes via DD Form 2705, and a cumulative total (as of 31 December) of each service's prisoners for whom brigs must provide victim or witness notifications.



# Brig & Pre-Trial Confinement Facility Responsibilities



- Submit a monthly report to PSL Corrections concerning the status of service members confined in Marine Corps Brigs and Pre-Trial Confinement Facilities.
- Ensure every prisoner confined has a DD 2704 completed regardless if victims/witnesses elect to be part of the program.
- Establish a Victim Witness Assistance Program for persons entered into the program through receipt of a DD 2704.
- All staff are required to have VWAP training annually.



# Brig & Pre-Trial Confinement Facility Responsibilities



- VWAP file shall be maintained separately by the appointed VWAP Coordinator on all applicable prisoners.
  - DD 2704 Certification & Election
  - DD 2705 Notification of inmate status
  - Copies of correspondence
  - Record of telephone contacts
- Notify victims/witnesses of any “release activity”
  - Status in confinement
  - Eligibility for parole/MSR
  - Parole hearing
  - Escape
  - Transfer
  - Release from custody
  - Death
  - ***Notifications are not limited to the above***



# QUALITY CONTROL



- How does PSL Corrections ensure victims/witnesses are enrolled in the program, notifications are being made in a timely manner, and the corrections database is accurate?
  - Monthly Reports
    - Helps PSL Corrections produce the most accurate annual report.
  - Correctional Management Information System (CORMIS)
    - Error reports
      - Notifications
      - V/W types



# Victims/Witnesses Enrolled in Program CY07, CY08, and CY09



## CY 2007

Victims = 291

Witnesses = 297

## CY 2008

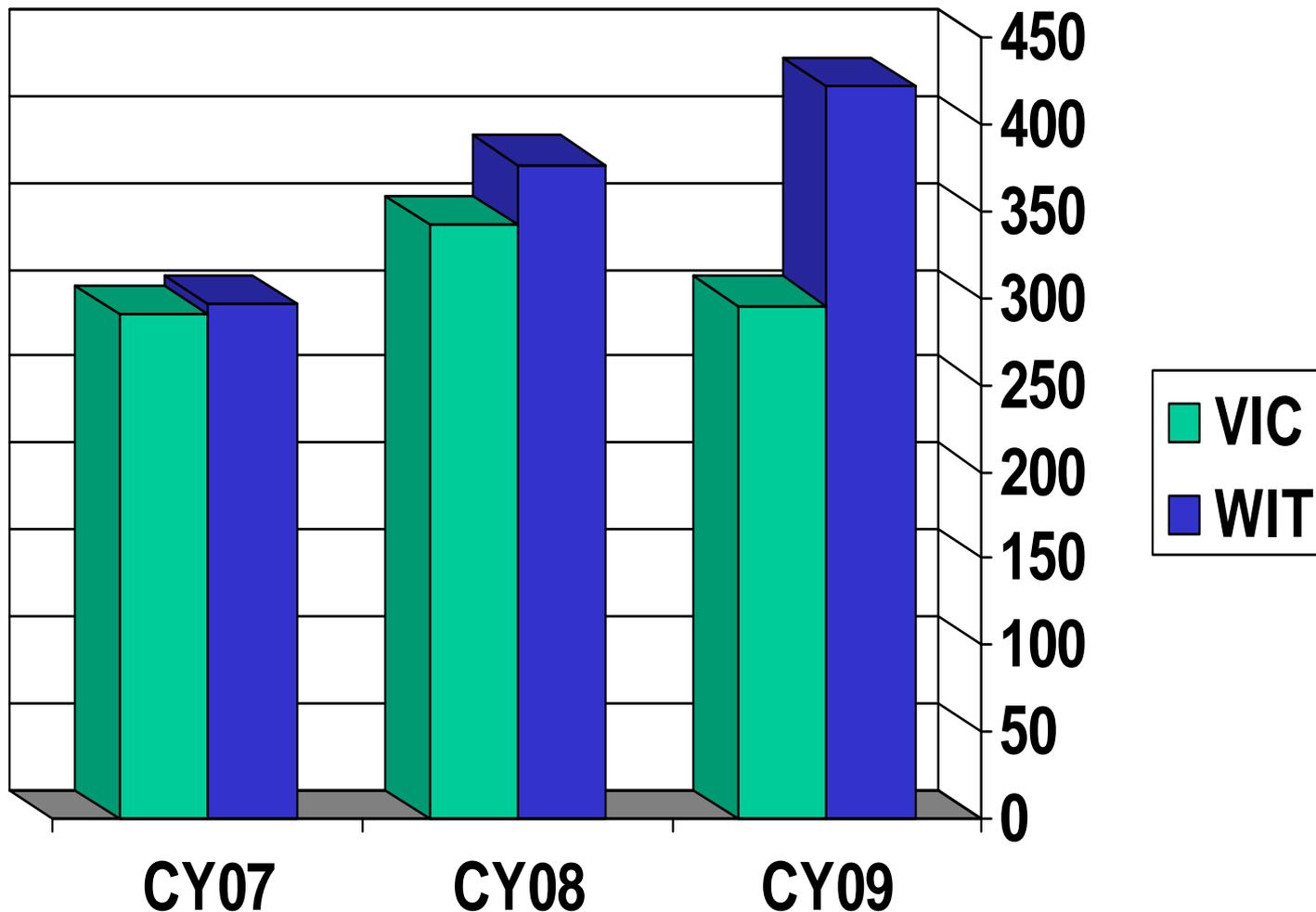
Victims = 342

Witnesses = 377

## CY 2009

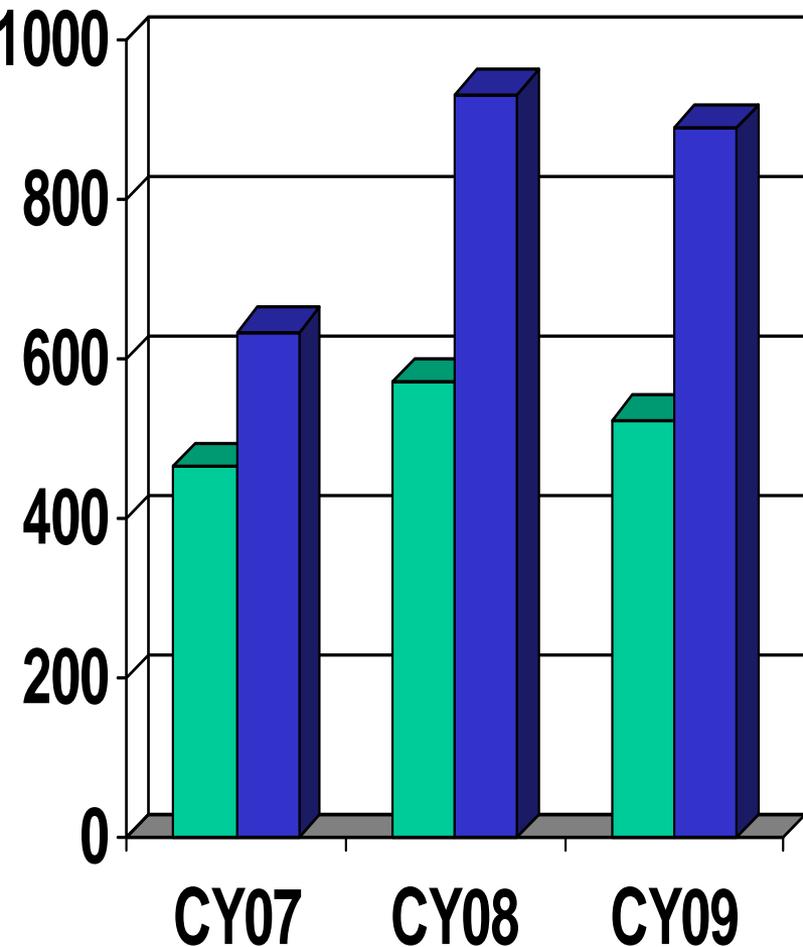
Victims = 296

Witnesses = 422





# Prisoner Status Changes & Notifications CY07, CY08, and CY09



## CY 2007

Status Changes = 465  
Notification Letters = 634

## CY 2008

Status Changes = 571  
Notification Letters = 932

## CY 2009

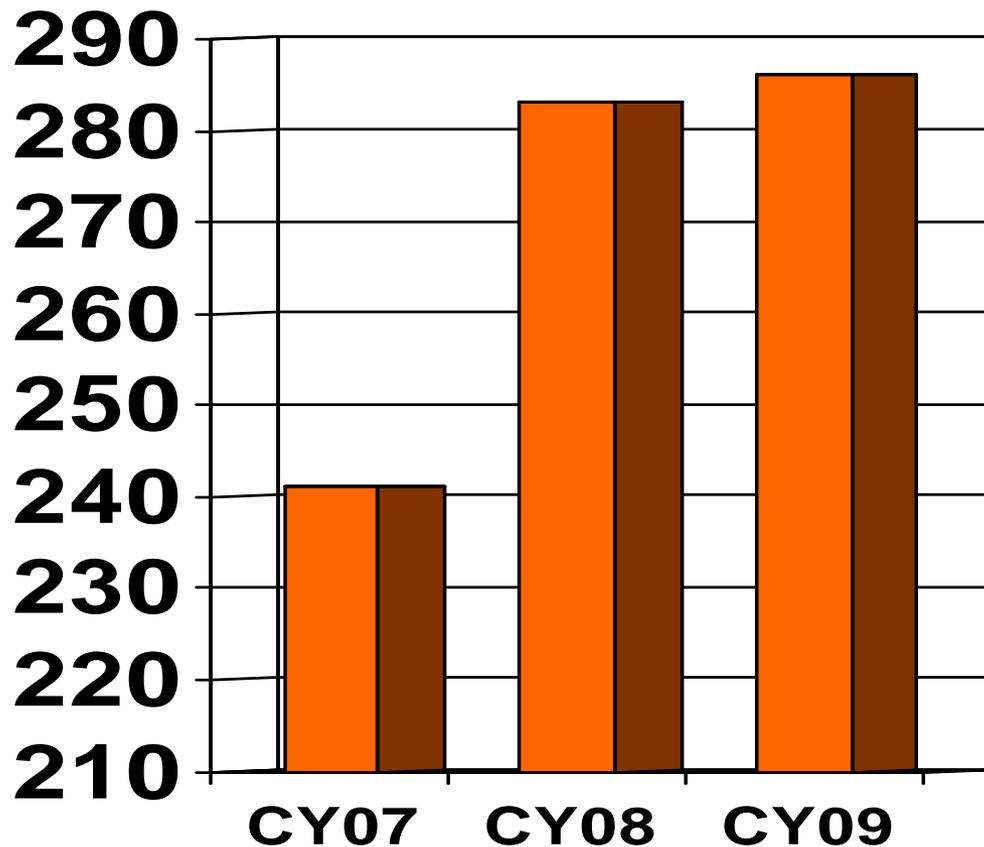
Status Changes = 524  
Notification Letters = 888



# Prisoners Enrolled in VWAP CY07, CY08, and CY09



PRISONERS



CY 2007

Enrolled = 241

CY 2008

Enrolled = 283

CY 2009

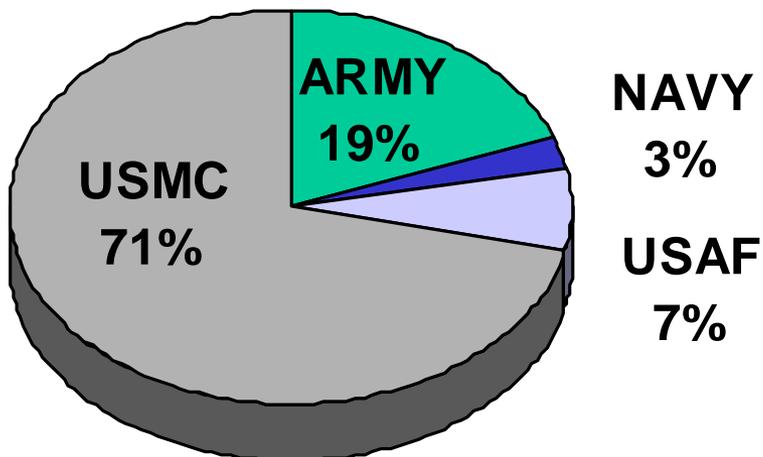
Enrolled = 286



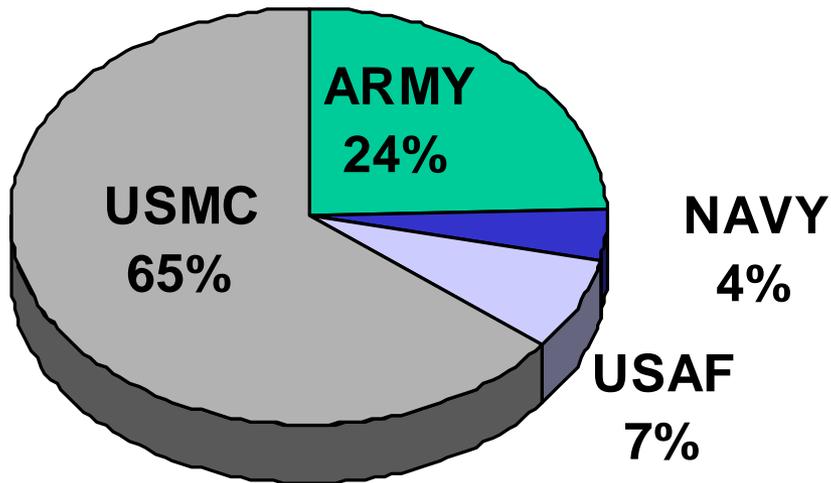
# Percentage of Prisoners by Service Enrolled in VWAP CY07, CY08, and CY09



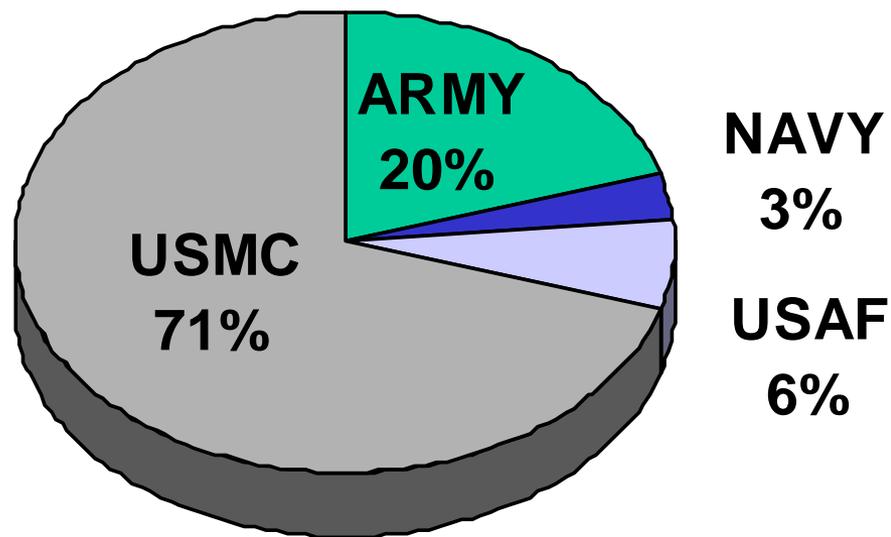
**CY07**



**CY08**



**CY09**





# HOW CAN YOU HELP?



- 2704's, 2704's,2704's.....
  - Incomplete or inaccurate DD Form 2704's cripple PSL's, Brig's, and PCF's ability to make notification.
  - Causes notifications to be late and possibly endanger victims/witnesses.
  - Defeat the entire purpose of the VWAP program.

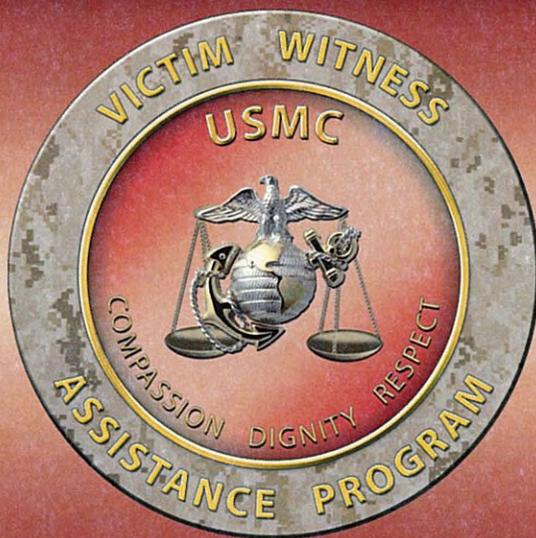


# QUESTIONS



- References - Impact PSL Corrections, Brigs, and Pre-Trial Confinement Facilities
- PSL Corrections - VWAP mission statement
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- Quality Control
- Stats

# USMC CRIMINAL INVESTIGATION DIVISION AND MILITARY POLICE ROLES



*"TOGETHER WE CAN  
MAKE A DIFFERENCE"*

*AGENT ADDAM CHIPPS  
CID, MCB QUANTICO*



UNITED STATES MARINE CORPS  
CRIMINAL INVESTIGATION DIVISION

**Criminal  
Investigation  
Division**

**Quantico, Virginia**

TO SEEK DILIGENTLY TO DISCOVER THE TRUTH!



# TOPICS

- Notification
- Investigative Steps
- Handling of victims/witnesses

TO SEEK DILIGENTLY TO DISCOVER THE TRUTH!



# NOTIFICATION

- Complainant contacts 911 dispatch.
- 911 dispatch contacts Military Police Desk Sergeant who dispatches units to the scene to establish scene security and identify the 5 “W’s”.
- CID Duty agent is notified
- CID agents arrive on scene and begin the initial crime scene evaluation.
- CID notifies NCIS.
- NCIS assumes or declines investigative jurisdiction.

TO SEEK DILIGENTLY TO DISCOVER THE TRUTH!



# INVESTIGATIVE STEPS

- Crime Scene Examination/Initial Contact
- Victim Interview/Initial Contact
  - Forensic Interview
  - On going process
- Witness Interviews
- Suspect Interview
- Judicial Process

TO SEEK DILIGENTLY TO DISCOVER THE TRUTH!



# INITIAL CONTACT WITH VICTIMS/WITNESSES

- Discuss the purpose of the interview
- Establish rapport
- Evaluate the victim's safety
- Inform the victim of how you can be helpful
- Ensuring the physical and emotional safety of the victim is a priority during the *initial contact and* throughout the investigation
- Unless the victim *feels* safe, progress toward total disclosure will be difficult

TO SEEK DILIGENTLY TO DISCOVER THE TRUTH!



# CONDUCTING THE VICTIM INTERVIEW

- Talk less, listen more
- It is important to obtain the who, what, where, why, when, and how...but that's just the beginning if we want to get beyond "He Said, She Said"
- Take it slow – Sex crimes are not a race
- Allow the victim to have some control
- Convey an atmosphere of helping
- Don't stop until you yourself can possibly re-live what the victim went through

TO SEEK DILIGENTLY TO DISCOVER THE TRUTH!



# CONDUCTING A SUCCESSFUL INTERVIEW

- **Barriers to successful interviewing:**
  - Treating the victim like a piece of evidence
  - Don't simply ask "who, what, when, where, and why".
  - there is a great deal more to a good interview than that
  - Agencies need to work together not against each other.
    - Don't fight over the victim/witness
  - We are investigators not therapists
    - We investigate the criminal not the clinical

TO SEEK DILIGENTLY TO DISCOVER THE TRUTH!



# CLOSING THE INTERVIEW

- Discuss any concerns the victim may have.
- Provide contact information.
- Address any safety concerns of the victim/witness.
- Provide resources
  - SAPRO Pamphlet
  - VWAP Pamphlet
- Maintain the rapport.
- Follow up.

TO SEEK DILIGENTLY TO DISCOVER THE TRUTH!



# CONCLUSION

- Sensitivity and empathy are the keys to a successful victim/witness interview
- Be patient
- Be thorough
- Go beyond “He said, She said”
- Build a case in depth
- Don’t stop asking questions until you can in some ways experience what the victim has experienced
- Give the victim time to process and work through the trauma

TO SEEK DILIGENTLY TO DISCOVER THE TRUTH!

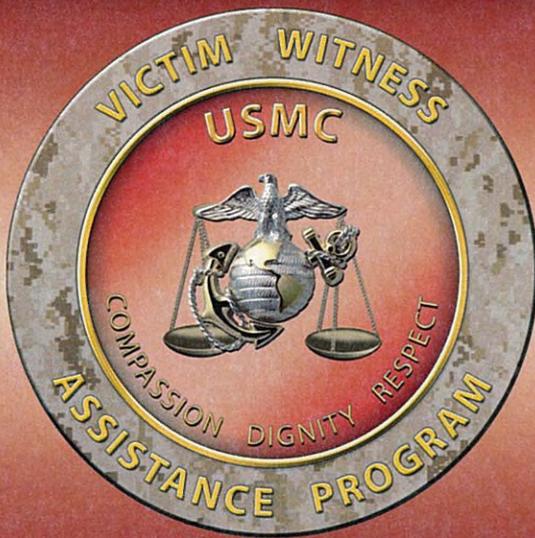


# QUESTIONS



TO SEEK DILIGENTLY TO DISCOVER THE TRUTH!

# SUPPORTING VICTIMS OF SEXUAL ASSAULT



*"TOGETHER WE CAN  
MAKE A DIFFERENCE"*

TERESA SCALZO  
CODE 20, OFFICE OF THE JAG  
U.S. NAVY

## *Teresa P. Scalzo, Esquire*

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Teresa Scalzo is the Trial Counsel Sexual Assault Training Coordinator and Deputy Director of the Center for Litigation Training and Community of Practice Management for the Navy Office of the Judge Advocate General. She previously served as the Senior Policy Advisor for the Office of the Secretary of Defense Sexual Assault Prevention and Response Office (SAPRO). Prior to joining SAPRO, she served at the National District Attorneys Association, first as Policy Attorney and then as the Director of the National Center for the Prosecution of Violence Against Women (NCPVAW). She supervised the creation of the *National Institute on the Prosecution of Domestic Violence* and the *National Institute on the Prosecution of Sexual Violence*. She designed the curricula for *Evidence Based Prosecution* and *Sexual Assault Trial Advocacy* for the National Advocacy Center and the *Sexual Assault Prevention and Response Advanced Training for JAG Officers* for the Department of Defense and was the co-creator of *Strategic Sexual Assault Litigation and Mentoring Skills for Senior Counsel* for the Naval Justice School. She has provided technical assistance and trial support to criminal justice professionals throughout the nation and has served on a number of national committees dealing with sexual assault and domestic violence. Ms. Scalzo has provided training and technical assistance to military trial counsel since 2003.

Ms. Scalzo began her law career as a clerk to the Honorable Jack A. Panella of the Northampton County, PA Court of Common Pleas. She then served as an Assistant Public Defender in Northampton County and maintained a private law practice. Next, Ms. Scalzo served as an Assistant District Attorney in Northampton County, PA where she held various positions, including Chief of the Sexual Assault Unit and Coordinator of Police Training.

Ms. Scalzo authored “*Prosecuting Rape Cases: Trial Preparation and Trial Tactic Issues*”, in *Practical Aspects of Rape Investigation: A Multidisciplinary Approach* (CRC Press, 2008) and *Prosecuting Alcohol-Facilitated Sexual Assault* (Department of Justice Office on Violence Against Women, 2007). She also wrote *Preliminary Hearings: A Manual for Pennsylvania Prosecutors* for the Pennsylvania District Attorneys Association and was a contributing author for the *Pennsylvania Benchbook on Crimes of Sexual Violence (2007)*. Additionally, she has authored numerous articles for *The Prosecutor*, the magazine of the National District Attorneys Association, *The Voice*, NCPVAW’s newsletter, and other publications. She has served as an adjunct professor at the Fogelsville Campus of Penn State University and Northampton County Community College.

Ms. Scalzo received the 2009 Visionary Award from Ending Violence Against Women, International. In 2001, she received the Allied Professional Award for Outstanding Commitment to Victims’ Services from the Crime Victims Council of the Lehigh Valley.

Ms. Scalzo graduated from Trinity College in Hartford, Connecticut with a major in economics and *cum laude* from Temple Law School in Philadelphia, Pennsylvania. She is licensed to practice law in Pennsylvania and the Third Judicial Circuit of the United States. She attended the military justice portion of Basic Lawyer Class at the Naval Justice School for the purpose of achieving Article 27(b) certification.



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# SUPPORTING SEXUAL ASSAULT VICTIMS: A LEGAL PERSPECTIVE

Teresa Scalzo, Esquire

Code 20

Navy Office of the Judge Advocate General



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# Topics

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- Why is sexual assault different?
- What does sexual assault look like in USMC?
- The law
- How to support victims of sexual assault



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# SEXUAL ASSAULT: WHY IS IT DIFFERENT?



# Potential Medical Consequences of Sexual Violence

---

- Some long term consequences include:
  - Chronic pelvic pain
  - Premenstrual syndrome
  - Gastrointestinal disorders
  - Gynecological and pregnancy complications
  - Migraines and other frequent headaches
  - Back pain
  - Facial pain
  - Disability that prevents work

Centers for Disease Control, Sexual Violence Prevention-  
Scientific Information: Consequences

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# Potential Psychological Consequences of Sexual Violence

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---

- Chronic psychological consequences may include:
  - Depression
  - Attempted or completed suicide
  - Alienation
  - PTSD
  - Unhealthy diet-related behaviors (Fasting, vomiting, abusing diet pills, overeating)

Centers for Disease Control, Sexual Violence Prevention- Scientific Information: Consequences

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# Probability of Developing PTSD

	Rape	Combat	Molestation	Physical Abuse
Women	45.9%	--	26.5%	48.5%
Men	65.0%	38.8%	22.2%	22.3%

(Kessler et al, 1995)



# Why Does Reporting Matter?

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- Sexual assault is the most underreported violent crime in society
- The potential costs and consequences of sexual assault are extremely high
  - Individually
  - Public health epidemic
  - Impact on mission readiness



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# Increasing Reporting Increases the Number of Victims Accessing Medical and Mental Health Treatment



# Two Types of Reporting

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- Restricted
  - Can only tell medical personnel, SARC, VA
- Unrestricted



# Medical Treatment

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- In America, of those surveyed:
  - 59% of victims of a completed rape whose victimizations were reported to the police were treated for their injuries vs. 17% of rape victims with unreported victimizations

Rennison, Callie. Rape and Sexual Assault: Reporting to the Police and Medical Attention, 1992 - 2000, BJS (2002)

---



# Importance of Medical Treatment

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- In most circumstances, early intervention diminishes the likelihood that a person will develop more severe or longer-lasting symptoms of PTSD.
- Restricted Reporting, accompanied by medical and mental health care, may help a victim decrease long term consequences of sexual assault, including depression, alcohol abuse, and sexually transmitted infections.



# Importance of Medical Treatment

Early intervention can...	Diminish likelihood of more severe or longer-lasting PTSD
Medical and mental health care may...	Decrease long term consequences of sexual assault, including depression, alcohol abuse and STIs
Allowing victims to get anonymous medical care through Restricted Reporting serves an important public health function ...	“by potentially dramatically increasing the numbers of victims receiving preventive health care and thereby reducing longer term health care costs.”



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# WHAT DOES SEXUAL ASSAULT LOOK LIKE IN THE USMC?



# Incidence and Prevalence

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- How many people have experienced some form of sexual assault since joining the Marines?
    - 19% of female Marines (approximately 2,400) including 6.7% (800) who reported being raped
    - 1.6% of male Marines (approximately 3,200) including 0.5% (1,000) who reported being raped
  - Of the sexual assaults reported above, how many occurred within the past 12 months?
    - 30% of the sexual assaults against females, including 24% of the rapes
    - 74% of the sexual assaults against males
-



# What are the Myths about Sexual Assault?

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- Offenders are usually strangers
- Cases involve weapons
- Victims report immediately
- Victims usually suffer injury



# Typical DON Case

- Vast majority sexual assaults are committed by non-strangers (93% in 2007) and involve little, if any force
  - Rarely have dispositive physical or medical evidence
  - Rarely have any eye or ear witnesses
  - Frequently complicated by the use of alcohol by victim and accused
  - Frequently concurrent collateral misconduct by the victim
  - The characteristics that make a victim attractive to a predator typically also make the victim less credible as a witness
  - Rape myths and misperceptions present obstacles to prosecution
    - Delayed reporting (counterintuitive behavior) is common
      - Approximately 51% of Navy and Marine Corps sexual assaults were reported over 72 hours after the assault (F08 Annual Report to Congress on Sexual Assault)
    - Non-consensual intercourse does not always leave trauma



# AFSA

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- Where it could be determined, 58% of victims consumed alcohol prior to the offense
  - Department of the Navy Annual Crime Report 2007
- Victims of drug-facilitated or incapacitated rape were less likely than victims of forcible rape to report to authorities
  - Kilpatrick, Dean, PhD, et al, Drug-facilitated, Incapacitated and Forcible Rape: A National Study (2007)



# Demographics

---

- Victims: E1 to E4 is the largest rank category (63%) and 20 to 24 is the largest age category (43%)
- Offenders: E1 to E4 is the largest rank category of suspects (35%) followed by E5 to E9 (16%) and the largest age group was 20 to 24 (21%) followed by 25 to 34 (15%)
- Service Member on Service Member sexual assaults increased from 59% in FY08 to 62% in FY09
- 48% of incidents occurred off-base and 49% occurred on-base
- Most incidents occur on weekend nights
- There were 22 reports from Combat Areas of Interest. The demographics are fairly consistent with reports from the rest of the world
  - FY09 Navy Annual Report to Congress on Sexual Assault



# FY09 Disposition Data

---

- Although reports went up significantly, courts-martial decreased slightly
  - Many reports cannot be prosecuted
    - Navy - 55% of reports could not be prosecuted.
    - Marines - 38% of reports could not be prosecuted
  - Approximately 1 in 4 victims declined to cooperate with the investigation and / or prosecution
-



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# THE LAW



# Disposition Options

---

- Subject unknown
  - Unfounded
  - Insufficient evidence
  - Victim declined to cooperate
  - Civilian/ Foreign Authority-  
Person subject to the UCMJ
  - Civilian /Foreign Authority-  
Person not subject to UCMJ
  - Probable cause for only  
non-sexual assault offense
  - Subject deceased or deserted
  - Victim deceased
  - Statute of limitations
  - Decline pursuant to RCM  
306(c)(1)
  - Court-martial initiated
  - Non-judicial punishment
  - Administrative separation
  - Other administrative action
-

PROVING RAPE  
ALLEGATIONS

**Rape by force  
or  
threat of force**

**Unconscious  
victim**

**Too drunk to  
consent**

D  
I  
F  
F  
I  
C  
U  
L  
T  
Y

TYPE OF ALLEGATION



# Burden of Proof

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- Very high
  - The prosecution must prove every element of every crime beyond a reasonable doubt
  - Not every case will make it past the burden of proof **EVEN** IF the victim is telling the truth
- Why is what “she said” not enough for many jurors, police, prosecutors and other decision makers?



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# THE PROSECUTION CATCH-22



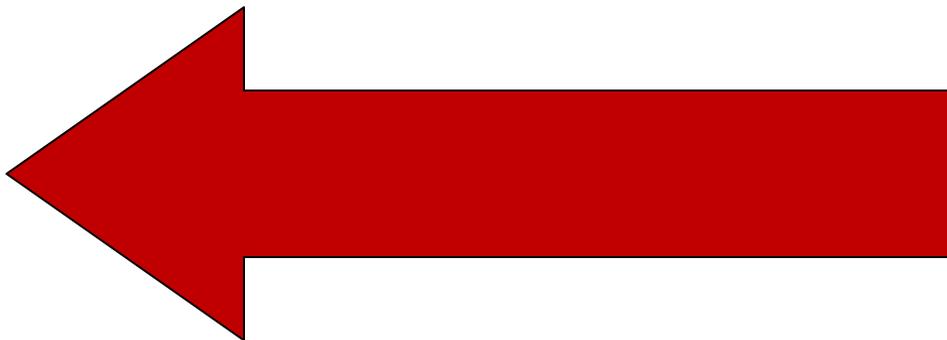
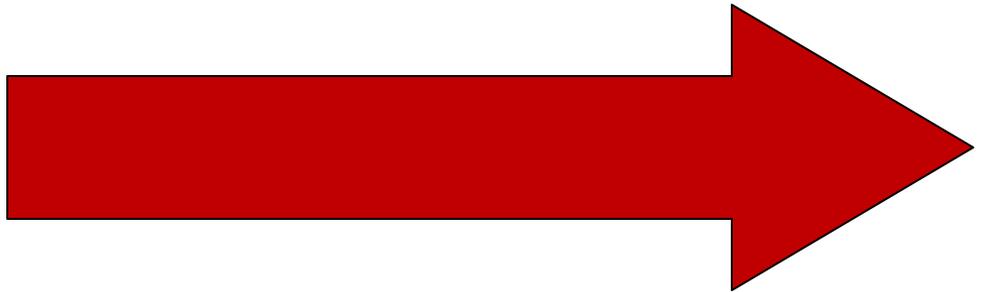
CREDIBILITY

PROVABILITY



---

**GOOD TARGET  
FOR  
PREDATOR**



**GOOD WITNESS  
FOR  
PROSECUTION**



# Understanding Offender Behavior

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- Offenders count on us to believe them and disbelieve the victim
- They want us to think they are innocent people drawn into bad situations
  - Who had the choices?
  - Who had the power?
  - What did he know about her condition or status?



# Weapons Of The Nonstranger Rapist

---

- Alcohol
- Grooming
- Isolation
- May use a “rescuer” front in AFSA cases
- Planning
- Manipulation
- Deceit
- Betrayal of trust
- Pre-meditation



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# BUILDING STRONGER VICTIMS BUILDS STRONGER CASES



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# SUPPORTING VICTIMS OF SEXUAL ASSAULT



# Offender Accountability Through Victim Support

---

- Victims who receive SANE / SART services are more likely to participate in the criminal justice system than those who do not
- Research indicates that one of the strongest predictors of conviction is the victim's participation in the process

Nugent-Borakove, Elaine, et al., Testing the Efficacy of SANE / SART Programs: Do They Make a Difference in Sexual Assault Arrest and Prosecution Outcomes? (2006)



---

But remember . . .

convictions are not the only –

or even the best –

measure of success!

---



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How Many Times Will the  
Victim Have to Tell What  
Happened?



# Never Forget The Victims

---

- Listen to them
- Support them
- Protect them
- Educate them about the process and what to expect



# Victim Support

---

- Confidentiality for advocates but no privilege
  - No confidentiality or privilege for VWAP
  - Listen to victims
  - Educate victims about the process and what to expect
  - Be cautious not to give them false hope or expectations
  - Victim preference statements
    - What are they?
    - How are they used?
-



# Victim Protection

---

- Address attempts to intimidate the victim in and out of court
  - MPO vs. civilian protection order
    - MPO not enforceable by civilian authorities
    - Is either (or both) necessary?
  - Pretrial confinement is possible but does not happen often in the military – victims must be aware of this!
-



# Remember Your Role!

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# Can You Be Called to Testify?

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- Yes but if you don't talk about the facts of the case with the victim, you will have very little to say!
  - Note: psychotherapists have a privilege which generally protects discussion of the facts when it is part of the treatment process
- You can also be deposed, interviewed, etc.
- SO . . . PLEASE, PLEASE, PLEASE, support the victim but do NOT talk about the facts



# The Consent Defense

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- Defense will often focus on victim behavior to show that the victim consented
- Victims may perceive defense tactics as an attack on them which may intensify any feelings of self-blame or shame



# Discovery

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- The prosecution is required to turn over all materials which may impact guilt or punishment
  - May include photographs from SAFE
  - May include victim interviews
- Defense may have to turn over some reciprocal discovery



# Pretrial Motions

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- What kinds are there?
    - 404b - Prior Bad Acts
    - 413 – Evidence of Similar Crimes in SA Cases
    - 414 – Evidence of Similar Crimes in Child Molestation Cases
    - 412 – Relevance of Alleged Victim’s Sexual Behavior or Sexual Predisposition (“Rape Shield Law”)
    - Other motions in limine
  - Conditions of hearing
    - If there is a hearing, it will generally be public but certain hearings may be closed (e.g., rape shield)
    - Victim and / or accused may have to testify
-



# What Will the Defense Ask On Cross Examination?

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- Consent
- Incapacitation
- “Bad” behaviors
- Memory issues
- Counter-intuitive behaviors



# Why Can't We Close the Trial?

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- Constitution requires that trials be public
  - This is a protection for the accused
  - The media can also enforce this right
- Exceptions
  - Rape shield hearing



# Victim Trial Preparation

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- Instruct victim:
  - To “TELL THE TRUTH”
  - Of the importance of accuracy
- Work with VWAP, VA, SARC and other team members
- Warn them that it may be hard but you will be there to support them



# AFSA Cases

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- Issue will be whether the victim was substantially incapacitated
  - Investigation must provide sufficient information about the level of intoxication of suspect and victim
  - Questions of blackout vs. pass out may arise
  - Defense often focuses on the victim's behavior
- 
-



# DFSA Cases

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- Victim's report of incident may not make sense due to memory loss or impact of drugs
- Avoid suggesting the possibility of DFSA or of trying to fill in the blanks for the victim
  - What you say is fair game for defense attorneys at trial
- The importance of “little lies”
  - Attempts to fill in memory gaps may impact credibility



# Supporting Victims of AFSA and DFSA

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- Victims who cannot remember what happened may suffer trauma or PTSD
- Explain options for medical care, counseling and support



# Multiple Accused Cases

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- Prepare victims for the additional challenges of cases involving multiple accused
  - If the cases are not joined, it may be very difficult for the victim to testify multiple times
  - Multiple attorneys may be intimidating
- Often, these cases involve alcohol use and other collateral misconduct and victims may be prone to increased self-blame and / or shame
- Encourage victims to get counseling and support to help them heal and help them through the process



# Intimate Partner Sexual Violence

---

- Number one issue – is the victim safe?
  - Work with FAP
  - Make sure someone is doing lethality assessments and safety plans
  - Victims may not be inclined to cooperate with the military justice system, especially if they are married to the perpetrator and a pension is in danger
  - Familiarize yourself with available resources for victim support
-



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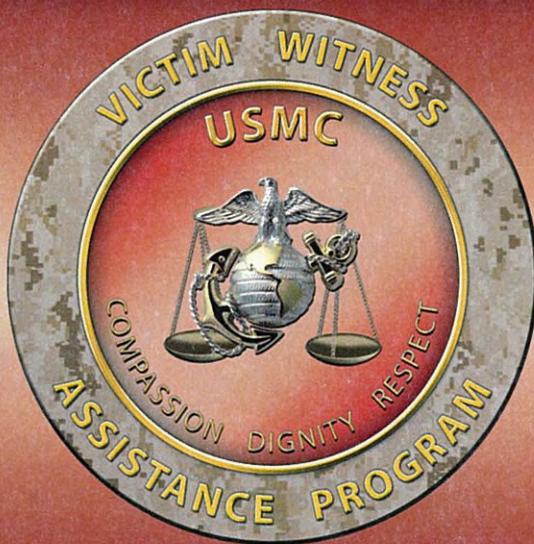
# QUESTIONS ?



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teresa.scalzo@navy.mil

# TRANSITIONAL COMPENSATION



*"TOGETHER WE CAN  
MAKE A DIFFERENCE"*

*ELAINE WOODHOUSE  
HQMC, MARSH CENTER  
MCB QUANTICO*



***PREVENTION AND INTERVENTION  
(MRRO)***

---

***TRANSITIONAL COMPENSATION  
FOR  
ABUSED FAMILY MEMBERS***



# MISSION

- 
- Present Program Information
  - Explain Program Benefits
  - Provide Application Procedures



# BACKGROUND

- 
- A congressionally authorized program
  - Designed in response to a DoD “abused victims study.” The results identified disincentives to reporting abuse and recommended actions which might be taken to eliminate such disincentives



## PURPOSE

- 
- Provides an opportunity to leave the abusive environment
  - Helps ease the transition from military to civilian life
  - Payments provide the opportunity to:
    - Meet basic needs
    - Relocate
    - Train for employment



## WHO IS ELIGIBLE?

- 
- **Spouse of Service member at the time of abuse**
  - **Dependent children living in the home of the Service member at the time of abuse**



# PROGRAM BENEFITS

---

- Medical
- Dental
- Commissary
- Retention of military ID card



# PROGRAM REQUIREMENTS

- 
- **Service member on active duty for more than 30 days**
  - **Separation must include a dependent abuse offense that is:**
    - Pursuant to a Court-Martial
    - An Administrative Separation (Enlisted)
    - Forfeiture of all Pay and Allowances, via Court Martial
    - Board of Inquiry (Officers)
  - \* Policy implemented 14 April 08 allows for HQ to forward a request for compensation to OSD requesting approval of benefits even if the separation does not include a dependent offense but a documented history of abuse exists.



# PAYMENTS

- 
- **Duration of payments:**
    - Minimum of 12 months
    - Maximum of 36 months
  - **Based on the unserved portion of obligated active duty**



# COMMENCEMENT OF PAYMENTS

---

- The date of results of trial (*enlisted or officer*) or;
- The date *notification of separation* letter is served (*enlisted*) or;
- The date of a *Board of Inquiry (BOI)* (*officer*)



# PAYMENT RATES

- 
- Based on the rate in effect for Dependency and Indemnity Compensation
  - Current entitlement rates:
    - \$ 1,154 for spouse, per month, plus
    - \$ 286 per child, per month
    - \$ 488 child only
  - Payments are non-taxable, but must be reported
  - Rates may increase each year



# FORFEITURE PROVISIONS

---

- **Participated in abuse/abusive environment**
- **Remarriage**
- **Cohabitation**
  - Annual certification of circumstances is required



# APPLICATION PROCEDURES

- 
- **Commanding Officer or Legal Officer is to complete DD Form 2698, Application for Transitional Compensation**
  - **Potential recipient may complete SF 1199A, Application for Direct Deposit**

**If circumstances exist and it is difficult or impossible to receive assistance from a Commanding Officer or Legal Officer, a FAP representative can assist in completing an application. Potential recipients may also complete and self submit an application.**



# APPLICATION PROCEDURES

- 
- **Submit the following documents for a review of eligibility for Transitional Compensation entitlements:**
    - DD Form 2698, Application for Transitional Compensation
    - SF 1199A, Application for Direct Deposit
    - Supporting Legal Action (Court-martial results of trial, or Notification letter, or BOI)
    - Acknowledgement of Actions letter



# SUPPORTING LEGAL ACTION

- 
- **For a court-martial:**
    - Submit results of trial
  - **For an administrative separation (*enlisted*):**
    - Submit notification of administrative separation
  - **For an administrative separation (*officer*):**
    - Submit the Board of Inquiry (BOI)



# **POTENTIAL ALTERNATE OPTION TITLE 10, USC 1408(h) Uniformed Services Former Spouse's Protection Act**

---

- **Title 10, USC 1408(h) allows for former spouses to collect their portion of retirement pay (and other benefits) even though the Service member does not retire due to domestic abuse**
- **When a retirement eligible member receives a punitive discharge by court-martial for dependent abuse and eligibility to retired pay is terminated as a result of that misconduct, a former spouse or the parent of the child who was the victim of abuse may still be able to receive payments from the retired pay that the member would have been entitled to *“but for”* the misconduct**



## **POTENTIAL ALTERNATE OPTION *TITLE 10, USC 1408(h)***

- 
- **Selecting this statute over Transitional Compensation *Title 10, Section 1058* should be considered (if applicable) as this benefit far exceeds any entitlements payable under TCAFM. An election to choose TCAFM over retirement pay is made when signing the TCAFM application and acknowledging this fact in the payee certification section**
  - **Contact the local SJA for complete details on this portion of the Uniformed Services Former Spouses' Protection Act (USFSPA)**



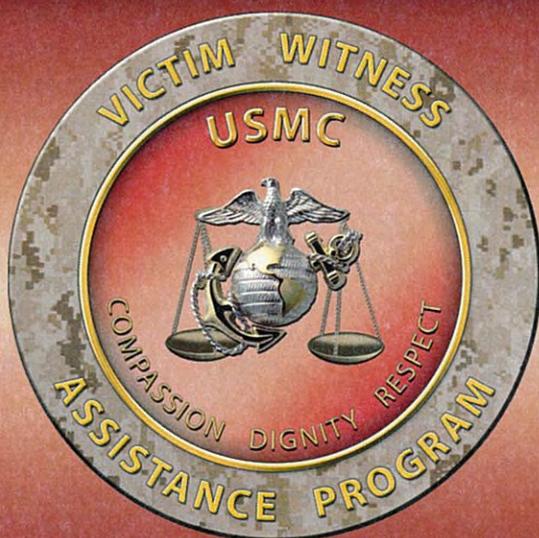
# POINT OF CONTACT

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COMMANDANT OF THE MARINE CORPS  
HEADQUARTERS UNITED STATES MARINE CORPS  
MANPOWER & RESERVE AFFAIRS (MRRO)  
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# FAMILY ADVOCACY PROGRAM AND CRIME VICTIMS AND THE ROLE OF CIVILIAN VICTIM ADVOCATES



*"TOGETHER WE CAN  
MAKE A DIFFERENCE"*

*CHELSEY JONES*  
FAMILY ADVOCACY PROGRAM  
CASE MANAGER  
MCB CAMP PENDLETON

*HEATHER GUERRERO*  
VICTIM ADVOCATE  
MCB CAMP PENDLETON



# Family Advocacy Program & Role of the Victim Advocate

Chelsey Jones, LCSW  
Heather Guerrero, Victim Advocate  
MCB Camp Pendleton



# Working for the Military

- All Clinicians/Case Managers are licensed mental health professionals
- MFT's and LCSW's
- All are credentialed through Headquarters Marine Corps
- Both Victim Advocates and Clinicians are subject to thorough background checks



# Domestic Violence in the Marine Corps

“Myths and Realities”



## DV in the USMC

### Myth:

- Nothing is done about DV in the military
- There are no services for spouses and children
- There is no education about domestic violence in the military

### Reality:

- FAP orders and CS Programs (Staff of 42 & accountability is key)
- Multiple organizations that serve both on and off-base military personnel and families
- Mandatory annual training, safety stand downs, and pre and post deployment briefs



## Orders/Directives Related to Family Advocacy

- DoD 6400.1M
- SECNAVINST 1752.3
- NACMC 2930
- MCO P1700.24B
- MARADMIN 206/06
- BO 1752.3A



## Domestic Violence as Defined in the USMC

- Domestic Abuse is (1) domestic violence or (2) a pattern of behavior resulting in emotional/psychological abuse, economic control, and/or interference with personal liberty that is directed toward a person of the opposite sex who is:
  - (a) a current or former spouse
  - (b) a person with whom the abuser shares a child in common
  - (c) a current or former intimate partner with whom the abuser shares or has shared a common domicile.



## Domestic Abuse...

- Affects mission readiness of all Marines and Sailors
- Detracts from military performance
- Negatively impacts the efficient functioning and morale of military commands
- Diminishes the reputation and prestige of the Marine Corps, and affects individuals, families, and communities
- Dishonors Marine Corps Values:

**Honor, Courage, Commitment**



## Child Abuse as Defined in the USMC

- The physical or sexual abuse, emotional maltreatment, or neglect of a child by a parent, guardian, foster parent, or by a caregiver, whether the caregiver is intrafamilial or extrafamilial, under circumstances indicating that the child's welfare is harmed or threatened.
- California law defines child witness to domestic violence as emotional abuse.



# Family Advocacy Program (FAP)

- The Family Advocacy Program (FAP) was created to address family violence in military families
- Created in 1984 by Department of Defense (DOD) Directive 6400.1
- FAP offices are installed at all Marine Corps bases worldwide
- FAP personnel provide services that identify, intervene, assess, treat, and prevent family violence.

# Coordinated Community Response





# How Offenses Are Reported

- Police Reports: On-Base (PMO) or Off-base through the respective law enforcement agency.
- Naval Hospital Camp Pendleton (NHCP): Victims of DV through the Emergency Room
- Child Welfare Services (CWS)
- Self-report/Walk-in
- Command Report (via all military bases)
- Military One Source
- Chaplains
- Outside Agencies



# Role of the Victim Advocate

- 24/7 on call response
- Work with domestic violence, sexual assault, child abuse (non-offending parent)
- Accompany victim throughout process
- Liaison between victim and Command
- Provide safety planning, referrals, and resources



## Role of VA

- Attends monthly sexual assault case management meetings
- Non-voting member of Case Review Committee
- Provide system advocacy training to Coordinated Community Response



# Reporting Options

Adult victims of domestic abuse now have two reporting options:

- Unrestricted Reporting
- Restricted Reporting



# Unrestricted Reporting (UR)

- Dv reported to Command, Family Advocacy (FAP) and/or Law Enforcement (LE)
  - Victim Advocacy services offered
  - Risk assessment and case management initiated by FAP
  - LE investigation commenced
  - Medical care provided as requested
- FAP providers work with Command to make treatment recommendations and ensure safety (e.g. MPO.)



# Restricted Reporting (RR)

- A confidential reporting option for victims
- Victim is offered:
  - Medical services
  - Clinical intervention
  - Victim Advocacy
- Victim discloses to a specific individual and is informed of benefits and limitations of RR
- Victim elects to go with RR in writing



# FAP Case Management

- FAP Case Manager (CM) receives case
- CM checks with CID/NCIS to make sure they do not have jurisdiction
- Contacts Service Member (Sm)'s Command
- Conducts psychosocial assessments with Sm and Spouse (Sp)
- Collaborates with Victim Advocate (VA) to ensure safety planning
- Collaborates with Command to coordinate treatment interventions (e.g. MPO's, treatment recommendations, etc.)
- Communicates with CWS to ensure safety as well as discuss intervention options
- Write Report (CRC or LL/LR)
- Follow case until treatment recommendations are met



## Case Review Committee (CRC)

- CRC follows a two-part review procedure and makes four decisions and is a coordinated community response:
- Decision 1: Incident determination
- Decision 2: Severity Level
- Decision 3: Risk Assessment
- Decision 4: Treatment Recommendations



# Incident Status Determination

- Spouse or Child Abuse Case
  - Physical, Emotional, Neglect, Sexual
- Substantiated
  - Level assignment
- Unsubstantiated/Unresolved
  - We know something happened but do not have enough evidence to substantiate
- Unsubstantiated/Did not Occur
  - Case is closed and no treatment recommendations are made



# Severity Level

- Levels are assigned on a scale of 1 to 5
- A specific matrix is designed to help Command and voting members have a guideline for assigning a level
- Spouse Matrix
- Child Matrix



# Risk Assessment

- Low
- Medium
- High

What we are looking for is what is the likelihood of another incident occurring?



# Treatment Recommendations

- DV Classes (MEP/WEP, Track A, Track B)
- Consolidated Substance Abuse Counseling Center (CSACC)
- New Parent Support Program (NPSP)
- Individual Counseling
- POWER Workshop (aimed at prevention)
- Women In Relationships
- Concur with CWS



## Low Level/Low Risk

- No previously substantiated FAP history
- No (or minor) injuries
- FAP and Command agree on treatment
- Alleged Offender accountable
- Family amenable to treatment



# CRC vs IDC Model Membership

## CRC

- ▶ FAPM (Chair)
- ▶ SJA
- ▶ PMO/CID
- ▶ MSC Rep
- ▶ Command Rep (E-6 or above)
- ▶ NCIS
- ▶ Medical
- ▶ CSACC
- ▶ CPS
- ▶ Victim Advocate
- ▶ Clinical Case Manager
- ▶ NPSP

## IDC

- ▶ Deputy Installation Commander (Chair)
- ▶ SJA
- ▶ PMO/CID
- ▶ Installation Rep
- ▶ Command Rep CO (O-6) one rank below representative
- ▶ FAP Supervisor
- ▶ NCIS



# Process Differences CRC vs IDC

## CRC

- ▶ **Avg. 30 min.** to make incident determination
- ▶ Determination must encompass severity, level of abuse, risk, Tx.
- ▶ Uses DoD standardized maltreatment definitions
- ▶ Criteria= Action only

## IDC

- ▶ **Avg. 10 min.** to make incident determination
- ▶ Incident focused for entry into data base
- ▶ Uses DoD standardized evidenced-based maltreatment definitions
- ▶ Criteria= Action + impact



# DV Offender Treatment Groups

- Men's Education Program (MEP) or Women's Education Program (WEP)
- 2 Tracks: A) minimum of 4 weeks or B) minimum of 16 weeks
- Can be attended in lieu of a 52 week batterer intervention program (e.g. need specific documentation for court ordered cases)
- Goal of Group: **Accountability!**
  - No MBD's (minimizing, blaming, or denying)
  - Remorse
  - Empathy
  - Accepting consequences
  - Check-in's



# Collateral Referrals

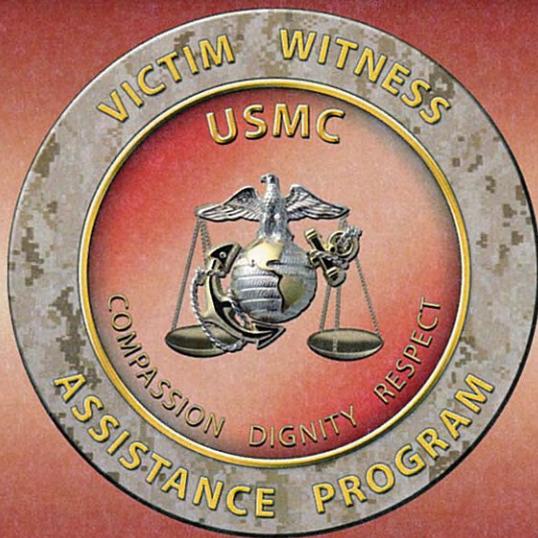
- Individual, Couples or Family Therapy: Military One Source or Tricare
- New Parent Support Program (NPSP)
- Chaplains, CREDO
- Medical, NHCP
- Prevention & Education
  - Stress & Anger Management, Communication & Conflict Resolution
  - Suicide Prevention
  - Sexual Assault Prevention
  - DV Prevention
  - Child Abuse Prevention



## Useful Resources

- [www.usmc-mccs.org/famadv/?sid=fl](http://www.usmc-mccs.org/famadv/?sid=fl)
- [www.dvbic.org](http://www.dvbic.org)
- <http://www.pendleton.usmc.mil/>
- [https://www.manpower.usmc.mil/portal/page?\\_pageid=278,3260198&\\_dad=portal&\\_schema=PORTAL](https://www.manpower.usmc.mil/portal/page?_pageid=278,3260198&_dad=portal&_schema=PORTAL)
- <http://www.usmc-mccs.org/cosc/conference/index.cfm>
- Bulletproof Mind Lecture. <http://www.killology.com/>
- <http://www.mccscp.com/home/home.aspx><http://www.mccscp.com/home/home.aspx>

# NAVAL CRIMINAL INVESTIGATIVE SERVICE ROLES



*"TOGETHER WE CAN  
MAKE A DIFFERENCE"*

*SPECIAL AGENT TERESITA BERG  
NCIS, WASHINGTON, DC*



# THREAT MANAGEMENT UNIT (TMU)

To Prevent Future Violence

Threat Management Unit  
NCISHQ, Code 23B



**“...taking matters in his own hands if he was not successful in getting custody...”**

“Anything to destroy or break down a person’s character”

**“Something’s going to happen” – reported after spending a night with a gun pointed at her as it was being cocked/decocked**

“...when I was a kid, I took a lot of comfort in burning fires.”

“She’s trying to take me for everything...get the gun and I’ll find a way to get you the money”

**“Why are you allowing integration? Blacks, Jews Hispanics....”**

‘...he was going to get his duty weapon and spray the whole room and kill...’

# The Ultimate Goal of Threat Assessment:

**INTERRUPT FORWARD MOTION**



## NCIS Threat Management Unit

- NCIS established TMU in 1996 because of the increase in workplace violence, stalking, and threatening communications.
- Multi-disciplinary approach between Special Agents, Analysts, Staff Psychologists, Investigators and Professional Staff

**PREVENT PROTECT REDUCE**

- To assist the field and commands with complex and potentially dangerous investigations
  - Assess verbal, written, and unstated threats



## Types of Investigations

The TMU should be consulted on investigations involving (but not limited to):

- Stalking
- Work Place Violence (WPV)
- Wrongful Destruction
- Kidnapping
- Crisis Negotiations
- School Violence
- Threatening Communications
- Murder for Hire
- Serial Crimes such as Rape, Child Abuse, Bomb Threats
- High Risk Domestic Violence
- CI /CT Interest (Insider Threat)
- IG/HR

**EACH INVESTIGATION IS UNIQUE**

“...there is no such thing as a psycho”



**All behavior is understandable, goal oriented, tension reducing, and/or problem solving.**

**Violence Is A Process**



## TARGETED VIOLENCE MYTHS

- People are either dangerous or not dangerous
  - Violence is a continuum
- People “snap”
  - Attacks are thought about and planned over time
- Violent people strike without warning
  - Verbal & behavioral clues observed by others
- There’s no way to prevent the violence
  - Would-be attackers can be effectively managed

## FORCE MULTIPLIERS

**Utilizing all available resources increases the effectiveness of threat management**

- **Potential resources to consider include:**
  - **Command/Coworkers**
  - **Mental Health Professionals**
  - **Family and Friends**
  - **Welfare Checks**



## FAMILY ADVOCACY

- **Coordination with Family Advocacy (FA)**
  - **FA has a lot of experience and is willing to assist with threat assessment and management plans**
  - **NCISHQ has been working with the Pentagon and FA HQ to develop a protocol for a Risk Assessment every time a command member is provided a MPO.**



# UNSOLICITED COMMUNICATIONS DATABASE (UCD)

- Database initiative to track, review and analyze threat related data
- Currently contains communications received by DoN interests
  - Developing further collaboration within DoD to include communications received by any DoD entity



## WHAT TO DO

**NCIS TMU should be consulted on all investigations where there is a potential threat to Personnel, Command, and/or Installations**

**Contact your local NCIS office with all TMU concerns - We would rather get the call than not!**

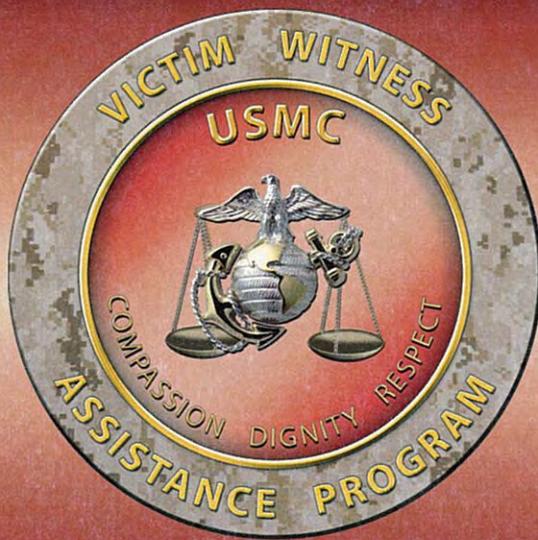
**NCIS FIELD OFFICE PHONE NUMBER**

**NCIS AGENT NAME**

**NCIS AGENT PHONE NUMBER**



# COURT-MARTIAL PROCESS AND ARTICLE 120, UCMJ OVERVIEW



*"TOGETHER WE CAN  
MAKE A DIFFERENCE"*

JUDGE ADVOCATE DIVISION

# An Overview of The Court-Martial Process and Article 120

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**VWAP Conference 2010**

**Judge Advocate Division  
Military Law Branch**



# Topics to Cover

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- The anatomy of a court-martial
- Role of the prosecutor (trial counsel), defense counsel, and military judge
- Evidence and witnesses
- Court-martial members (the jury)
- Verdict and sentence
- Article 120, UCMJ – Rape & Sexual Assault

# Getting Started

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- Investigation ≠ Court-Martial
- An alleged sexual assault (or other misconduct) DOES NOT start the court-martial process.
- The court-martial process begins when a command submits a request for legal services (RLS) to the law center/LSSS.

# From RLS to Referral

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- Once the law center receives an RLS, the trial counsel will prefer charges.
  - Trial Counsel will contact victim for interview.
- Article 32 Investigation
  - Victim to testify.
- Convening Authority refers charges.

# Types of Courts-Martial

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- Summary Court-Martial
- Special Court-Martial
- General Court-Martial

# Pre-trial 39a Sessions

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- **Motions concerning the victim**
  - Military Rule of Evidence 412 – Victim’s past sexual behavior generally NOT admissible.
    - Exceptions: 1) other source of injury;  
2) other acts w/ accused; and  
3) constitutionally required.
  - E-mail, Phone Records, Facebook, etc.
  - SART examination evidence (statement, photos)

# Trial Process

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- Voir Dire
- Opening Statements
- Government's case-in-chief\*
- Defense case-in-chief\*
- Government rebuttal case\*
- Closing statements
- Verdict
- Presentencing
- Sentence

\* Victim may be excluded from the court-room

# Role of the Trial Counsel

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- Trial Counsel (prosecutor) is not a victim advocate
- What can the victim expect from the trial counsel?
  - Respect and dignity
  - Keep the victim informed
  - Refer the victim to locally available assistance
  - Explain court-martial process
  - Thoroughly prepare the victim for trial
- Direct examination
  - Detailed account of incident/aftermath
  - Can take a long time (often more than 1 hour)

# Role of the Defense Counsel

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- The mission of the defense counsel is to zealously advocate for his client.
- What can the victim expect from the defense counsel?
  - Interviews
  - Requests for information
  - Inquiries to command, friends, coworkers, family
  - Defense Investigator?
- Cross-examination
  - Confrontational
  - Goal is to expose inconsistencies and damage credibility

# Role of the Military Judge

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- The military judge will be an officer (Major – Col) with trial experience.
- The Military Judge does not take sides.
- Ultimate goal is to conduct a fair and impartial trial, wherein the constitutional rights of both victim and accused are protected.
  - Rights of the accused are paramount.
  - Respect for the victim is an important concern.

# Members (a.k.a. The Jury)

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- Members are drawn from the local population of officers/enlisted.
  - Must be senior to the accused.
  - Cannot be from the command (company) of the accused.
  - Members are ***“best qualified for duty by reason of their age, education, training, experience, length of service, and judicial temperament.”***
- Could ultimately be from the command of the victim.

# Verdict and Sentence

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- Verdict – “not guilty” ≠ innocent
  - A verdict of “not guilty” simply means that the government did not prove its case ***beyond a reasonable doubt*** (highest standard of proof known to law).
  
- Sentence
  - 5 principals reasons of sentencing:
    1. Protection of society from the wrongdoer;
    2. Punishment of the wrongdoer;
    3. Rehabilitation of the wrongdoer;
    4. Preservation of good order and discipline in the military;
    5. General and specific deterrence.
  
  - Victim allowed to testify or submit a victim-impact statement regarding how the incident affected her/him.
  
  - Victim does not dictate the government’s request for an appropriate sentence.

# The New Article 120

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# Art. 120 - A Brief History

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- Passed by Congress as part of the FY 2006 NDAA
- Article is effective for offenses committed after 01 October 2007
- Incorporated into MCM (2008 ed.)
- Includes 14 crimes and multiple charging possibilities under most of the crimes

# Types of Offenses

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- Adult victim offenses (5): Rape, Aggravated Sexual Assault, Aggravated Sexual Contact, Abusive Sexual Contact, Wrongful Sexual Contact
- Child victim offenses (6): Rape of a child, Agg Sexual assault of a child, Agg. Sexual abuse of a child, Aggravated sexual contact with a child, Abusive sexual contact with a child, Indecent Liberty with a child.
- Other Article 120 offenses (3) – indecent act, forcible pandering, indecent exposure.

# 3 Categories of Crimes



## 1. SEXUAL ACT CRIMES

- RAPE
- RAPE OF A CHILD
- AGGRAVATED SEXUAL ASSAULT
- AGGRAVATED SEXUAL ASSAULT OF A CHILD

## 2. SEXUAL CONTACT CRIMES

- AGGRAVATED SEXUAL CONTACT
- AGGRAVATED SEXUAL CONTACT WITH A CHILD
- ABUSIVE SEXUAL CONTACT
- ABUSIVE SEXUAL CONTACT WITH A CHILD
- WRONGFUL SEXUAL CONTACT

## 3. OTHER SEXUAL CRIMES

- AGGRAVATED SEXUAL ABUSE OF A CHILD
- INDECENT LIBERTY WITH A CHILD\*
- INDECENT ACT\*
- FORCIBLE PANDERING
- INDECENT EXPOSURE\*

# Other UCMJ Sex Crimes

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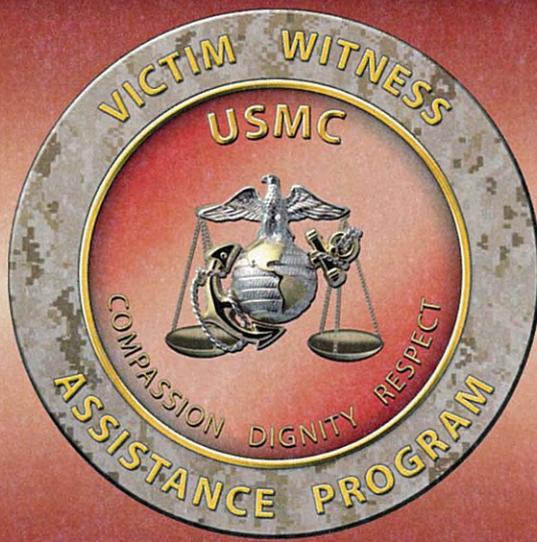
- Article 125 – Sodomy
  - Forcible Sodomy – life without eligibility for parole
  - Sodomy w/ a child under 12 - Same
  - Sodomy w/ a child under 16 – 20 years.
- Article 134 – Assault w/ intent to commit rape
- Article 80 Attempts
- Article 81 Conspiracy
- Article 134 – Child Pornography (not Sexual assault) but requires sex offender registration.

# QUESTIONS?

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# DIRECTIVES AND INSTRUCTIONS



*"TOGETHER WE CAN  
MAKE A DIFFERENCE"*

DOD DIRECTIVE 1030.01  
DOD INSTRUCTION 1030.2  
SECNAV INSTRUCTION 5800.11B  
LEGAL AND ADMINISTRATION MANUAL (CH.6)  
VWAP AIRS CHECKLIST



# Department of Defense

## DIRECTIVE

NUMBER 1030.01

April 13, 2004

Certified Current as of April 23, 2007

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USD(P&R)

SUBJECT: Victim and Witness Assistance

References: (a) DoD Directive 1030.1, Victim and Witness Assistance, November 23, 1994 (hereby canceled)  
(b) Chapter 47 of title 10, United States Code, "Uniform Code of Military Justice"  
(c) Sections 10606 and 10607 of title 42, United States Code  
(d) Sections 1512-1514 of title 18, United States Code  
(e) DoD Instruction 1030.2, "Victim and Witness Assistance Procedures," *June 4, 2004*

### 1. REISSUANCE AND PURPOSE

This Directive:

1.1. Reissues reference (a) to update Department of Defense (DoD) policies and responsibilities for providing assistance to victims and witnesses of crimes committed in violation of reference (b).

1.2. Implements references (c) and (d) by providing guidance for assisting victims and witnesses of crime from initial contact through investigation, prosecution, and confinement.

### 2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of Inspector General of the DoD (IG, DoD), the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as the "DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

### 3. DEFINITIONS

Terms used in this Directive are defined in enclosure 1.

### 4. POLICY

It is DoD policy that:

4.1. The necessary role of crime victims and witnesses in the criminal justice process should be protected.

4.2. The DoD Components shall do all that is possible within limits of available resources to assist victims and witnesses of crime, in accordance with the requirements listed in DoD Instruction 1030.2 (reference (e)) without infringing on the constitutional rights of an accused. Particular attention should be paid to victims of serious, violent crime, including child abuse, domestic violence, and sexual misconduct.

4.3. This Directive is not intended to, and does not, create any entitlement, cause of action, or defense in favor of any person arising out of the failure to accord to a victim or a witness the assistance outlined in this Directive. No limitations are hereby placed on the lawful prerogatives of the Department of Defense or its officials.

4.4. Law enforcement and legal personnel directly engaged in the detection, investigation, or prosecution of crimes, shall ensure that victims are accorded their rights. As provided for in references (c) and (d), a crime victim has the right to:

4.4.1. Be treated with fairness and respect for the victim's dignity and privacy.

4.4.2. Be reasonably protected from the accused offender.

4.4.3. Be notified of court proceedings.

4.4.4. Be present at all public court proceedings related to the offense, unless the court determines that testimony by the victim would be materially affected if the victim heard other testimony at trial.

4.4.5. Confer with the attorney for the Government in the case.

4.4.6. Receive available restitution.

4.4.7. Be provided information about the conviction, sentencing, imprisonment, and release of the offender.

4.5. Court-martial convening authorities and clemency and parole boards shall consider making restitution to the victim a condition of pretrial agreements, sentence reduction, clemency, and parole. They may consider victim statements on the impact of crime.

## 5. RESPONSIBILITIES

5.1. The Under Secretary of Defense for Personnel and Readiness (USD(P&R)) shall:

5.1.1. Develop overall policy for victim and witness assistance and monitor compliance with this Directive and reference (e).

5.1.2. Approve procedures developed by the Secretaries of the Military Departments that implement this Directive and are consistent with reference (e).

5.1.3. Maintain a Victim and Witness Assistance Council to provide a forum for the exchange of information and the consideration of victim and witness policies, and provide a liaison with the Department of Justice Office for Victims of Crime.

5.1.4. Ensure the Defense Manpower Data Center assists in formulating a data collection mechanism to track and report victim notifications from initial contact through investigation, prosecution, confinement, and release.

5.1.5. Change, reissue, or amend reference (e), as required.

5.2. The IG, DoD shall oversee the development of investigative policy and perform appropriate oversight reviews of the management of the victim and witness assistance program by the DoD criminal investigative organizations. This is not intended to substitute for the routine managerial oversight of the program provided by the DoD criminal investigative organizations, the USD(P&R), the Heads of the DoD Components, the Component responsible officials, or the local responsible officials.

5.3. The Secretaries of the Military Departments and the Heads of the Other DoD Components shall:

5.3.1. Ensure compliance with this Directive and establish policies and procedures to implement this program within their Component.

5.3.2. Designate the "Component Responsible Official," as defined in item E1.1.2. of enclosure 1.

5.3.3. Maintain a central repository, as defined in item E1.1.1. of enclosure 1, for each Military Service, to ensure that victims shall be notified of changes in a confinee's status.

5.3.4. Ensure that a multi-disciplinary approach is followed by victim and witness service providers, including law enforcement personnel, criminal investigators, chaplains, family advocacy personnel, emergency room personnel, family service center personnel, judge advocates, unit commanding officers, corrections personnel, and other persons designated by the Secretaries of the Military Departments; and ensure that those providers receive training to assist them in complying with this Directive.

5.3.5. Establish procedures to ensure that local installation responsible officials provide victim and witness services as required in reference (e) at the installation level through coordination with the representatives identified in paragraph 5.3.4., above.

5.3.6. Establish oversight procedures to ensure establishment of an integrated support system capable of providing the services outlined in reference (e). Such oversight could include coverage by Military Service or organizational Inspectors General, staff assistance visits, surveys, and status reports.

5.3.7. Report annually to the OUSD(P&R) in the format prescribed in reference (e) for the preceding calendar year.

## 6. INFORMATION REQUIREMENTS

The annual reporting requirements in subparagraph 5.3.7., above, have been assigned Report Control Symbol DD-P&R(A)1952.

## 7. EFFECTIVE DATE

This Directive is effective immediately.



Paul Wolfowitz  
Deputy Secretary of Defense

Enclosures - 1  
E1. Definitions

E1. ENCLOSURE 1

DEFINITIONS

E1.1.1. Central Repository. A headquarters office, designated by Service regulation, to serve as a clearinghouse of information on a confinee's status and to collect and report data on the delivery of victim and witness assistance, including notification of confinee status changes.

E1.1.2. Component Responsible Official. Person designated by the Head of each DoD Component to be primarily responsible in the Component for coordinating, implementing, and managing the victim and witness assistance program established by this Directive.

E1.1.3. Confinement Facility Victim Witness Assistance Coordinator. A staff member at a military confinement facility who is responsible for notifying victims and witnesses of changes in a confinee's status and reporting those notifications to the central repository.

E1.1.4. Local Responsible Official. Person designated by the Component Responsible Official who has primary responsibility for identifying victims and witnesses of crime and for coordinating the delivery of services described in this Directive through a multi-disciplinary approach. The position or billet of the local responsible official shall be designated in writing by Service regulation. The local responsible official may delegate responsibilities under this Directive as provided in reference (e).

E1.1.5. Victim. A person who has suffered direct physical, emotional, or pecuniary harm as a result of the commission of a crime committed in violation of the Uniform Code of Military Justice) (Chapter 47 of 10 U.S.C., reference (b) or in violation of the law of another jurisdiction if any portion of the investigation is conducted primarily by the DoD Components). Such individuals shall include, but are not limited to, the following:

E1.1.5.1. Military members and their family members.

E1.1.5.2. When stationed outside the continental United States, DoD civilian employees and contractors, and their family members. This applies to services not available to DoD civilian employees and contractors, and their family members, in stateside locations, such as medical care in military medical facilities.

E1.1.5.3. When a victim is under 18 years of age, incompetent, incapacitated, or deceased, the term includes one of the following (in order of precedence): a spouse,

legal guardian, parent, child, sibling, another family member, or another person designated by the court or the Component responsible official, or designee.

E1.1.5.4. For a victim that is an institutional entity, an authorized representative of the entity. Federal Departments and State and local agencies, as entities, are not eligible for services available to individual victims.

E1.1.6. Witness. A person who has information or evidence about a criminal offense within the investigative jurisdiction of a DoD Component and who provides that knowledge to a DoD Component. When the witness is a minor, that term includes a family member or legal guardian. The term does not include a defense witness or an individual involved in the crime as a perpetrator or accomplice.



Department of Defense

# INSTRUCTION

NUMBER 1030.2  
June 4, 2004

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USD(P&R)

SUBJECT: Victim and Witness Assistance Procedures

References: (a) DoD Instruction 1030.2, "Victim and Witness Assistance Procedures," December 23, 1994 (hereby canceled)  
(b) DoD Directive 1030.1, "Victim and Witness Assistance," April 13, 2004  
(c) Chapter 47 of title 10, United States Code, "Uniform Code of Military Justice"  
(d) Sections 10601-10607 of title 42, United States Code  
(e) through (h), see enclosure 1

## 1. REISSUANCE AND PURPOSE

This Instruction:

1.1. Reissues reference (a) to implement policy, assign responsibilities, and prescribe procedures under reference (b) to assist victims and witnesses of crimes committed in violation of reference (c).

1.2. Implements reference (d), sections 1512-1514 of title 18, United States Code, DoD 5400.7-R, and sections 113 (note), 1058, 1059 and 1408 of title 10, United States Code (references (e) through (g)) by providing guidance on assisting victims and witnesses of crime from initial contact through investigation, prosecution, and confinement.

1.3. Establishes annual reporting requirements on assistance provided to victims and witnesses of crime.

## 2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as the "DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

## 3. DEFINITIONS

Terms used in this Instruction are defined in enclosure 2.

## 4. POLICY

4.1. This Instruction implements policy established in reference (b).

4.2. This Instruction is not intended to, and does not, create any entitlement, cause of action, or defense in favor of any person arising out of the failure to accord to a victim or a witness the assistance outlined in this Instruction. No limitations are hereby placed on the lawful prerogatives of the Department of Defense or its officials.

## 5. RESPONSIBILITIES

5.1. The Under Secretary of Defense for Personnel and Readiness (USD(P&R)) shall:

5.1.1. Develop overall policy for victim and witness assistance and monitor compliance with this Instruction.

5.1.2. Approve procedures developed by the Secretaries of the Military Departments that implement this Instruction and are consistent with section 6., below.

5.1.3. Change, reissue, or amend this Instruction, as required.

5.1.4. Ensure the Defense Manpower Data Center assists in formulating a data collection mechanism to track and report victim notifications from initial contact through investigation, prosecution, confinement, and release.

5.1.5. Establish an interdisciplinary Victim and Witness Assistance Council.

5.1.5.1. The Council shall provide a forum for the exchange of information, consider victim and witness assistance policies, and provide liaison with the Department of Justice Office for Victims of Crime.

5.1.5.2. The membership of the Council shall be selected from members of the Armed Forces and other DoD employees having expertise in the disciplines and professions addressed in subparagraph 5.2.6., below. The Council shall meet quarterly or at the call of the chair.

5.2. The Secretaries of the Military Departments and the Heads of the DoD Components shall:

5.2.1. Ensure compliance with this Instruction and establish policies and procedures to implement the victim and witness assistance program within their Component.

5.2.2. Designate the Component responsible official, as defined in enclosure 2, for the victim and witness assistance program, who shall report annually to the USD(P&R) using DD Form 2706, "Victim and Witness Assistance Annual Report" (enclosure 8).

5.2.3. Provide for the assignment of personnel in sufficient numbers to enable those programs identified in 10 U.S.C. 113 note (reference (g)) to be carried out effectively.

5.2.4. Designate a central repository for confinee information, as defined in item E2.1.1. of enclosure 2, for each Military Service, and establish procedures to ensure victims who so elect are notified of changes in inmate status.

5.2.5. Establish an interdisciplinary Victim and Witness Assistance Council in each Military Department to develop policy recommendations and facilitate coordination between the Department's victim and witness assistance program and its victim advocacy program.

5.2.6. Establish a Victim and Witness Assistance Council, when practicable, at each military installation, to ensure victim and witness service providers follow an interdisciplinary approach. These providers may include law enforcement personnel, criminal investigators, chaplains, family advocacy personnel, emergency room personnel, family service center personnel, equal opportunity personnel, judge advocates, unit commanding officers, corrections personnel, and other persons designated by the Secretaries of the Military Departments.

5.2.7. Establish a training program to ensure the providers listed in subparagraph 5.2.6., above, receive instruction to assist them in complying with this Instruction.

5.2.8. Ensure that local responsible officials are designated. The local responsible official (also referred to as Victim/Witness Coordinator or Victim/Witness Liaison) shall coordinate the effort to ensure that systems are in place at the installation level to provide information on available benefits and services, assistance in obtaining those benefits and services, and other services required in section 6., below. The local responsible official may delegate the duties as appropriate, but retains responsibility to coordinate the delivery of required services. To coordinate the delivery of services, the local responsible official may use an interdisciplinary approach involving the various service providers listed in subparagraph 5.2.6., above.

5.2.9. Establish oversight procedures to ensure establishment of an integrated support system capable of providing the services outlined in section 6., below. Such oversight could include coverage by Military Service or organizational Inspectors General, staff assistance visits, surveys, and status reports.

5.3. The Inspector General of the Department of Defense shall oversee the development of investigative policy and perform appropriate oversight reviews of the management of the victim and witness assistance program by the DoD criminal investigative organizations. This is not intended to substitute for the routine managerial oversight of the program provided by the DoD criminal investigative organizations, the USD(P&R), the Heads of the DoD Components, the Component responsible officials, or the local responsible officials.

## 6. PROCEDURES

6.1. Initial Information and Services to be Provided to Victims and Witnesses. At the earliest opportunity after identification of a crime victim or witness, the local responsible official, law enforcement officer, or criminal investigation officer shall provide the following services to each victim and witness, as appropriate: The DD Form 2701, "Initial Information for Victims and Witnesses of Crime," (enclosure 3) or computer-generated equivalent shall be used as a handout to convey basic information and points of contact and shall be recorded on the appropriate form authorized for use by the particular Service. This serves as evidence that the officer notified the victim or witness of his or her statutory rights. The following services shall also be provided by the local responsible official or designee:

6.1.1. Information about available military and civilian emergency medical and social services, victim advocacy services for victims of domestic violence and sexual assault, and, when necessary, assistance in securing such services.

6.1.2. Information about restitution or other relief a victim may be entitled to under references (d) and (e), or other applicable laws, and the manner in which such relief may be obtained.

6.1.3. Information to victims of intra-familial abuse offenses on the availability of limited transitional compensation benefits and possible entitlement to some of the active duty member's retirement benefits under 10 U.S.C. 1058, 1059, 1408 (reference (g)) and DoD Instruction 1342.24 (reference (h)).

6.1.4. Information about public and private programs that are available to provide counseling, treatment, and other support, including available compensation through Federal, State, and local agencies.

6.1.5. Information about the prohibition against intimidation and harassment of victims and witnesses, and arrangements for the victim or witness to receive reasonable protection from threat, harm, or intimidation from a suspected offender and from people acting in concert with or under the control of the suspected offender.

6.1.6. Information concerning military and civilian protective orders, as appropriate.

6.1.7. Information about the military criminal justice process, the role of the victim or witness in the process, and how the victim or witness can obtain additional information concerning the process and the case.

6.1.8. If necessary, assistance in contacting the people responsible for providing victim and witness services and relief.

6.2. Information to be Provided During Investigation of a Crime. If the victim or witness has not already received the DD Form 2701 from law enforcement officials, it shall be used by investigators as a handout to convey basic information and points of contact. The date it is given to the victim or witness is reportable and shall be recorded on the appropriate form authorized for use by the particular Service. This serves as evidence that the officer notified the victim or witness of his or her statutory rights. Law enforcement investigators and criminal investigators shall inform all victims and witnesses, as appropriate, of:

6.2.1. The status of the investigation of the crime, to the extent providing such information does not interfere with the investigation.

6.2.2. The arrest of the suspected offender.

6.2.3. A decision not to pursue further investigation.

6.3. Information and Services to be Provided Concerning the Prosecution of a Crime

6.3.1. If applicable, the following shall be provided by Government trial counsel or designee to victims and witnesses:

6.3.1.1. Consultation concerning the decision not to prefer charges against the suspected offender.

6.3.1.2. Consultation concerning the disposition of the offense if other than a court-martial.

6.3.1.3. The decision to pursue court-martial charges against the suspected offender. The DD Form 2702, "Court-Martial Information for Victims and Witnesses," (enclosure 4) shall be used as a handout to convey basic information about the court-martial process. The date it is given to the victim or witness is reportable and shall be recorded on the appropriate form authorized for use by the particular Service.

6.3.1.4. Notification of the initial appearance of the suspected offender before a judicial officer at a pretrial confinement hearing or at an Article 32, Uniform Code of Military Justice (UCMJ), investigation (10 U.S.C. 832, reference (c)).

6.3.1.5. Notification of the release of the suspected offender from pretrial confinement.

6.3.1.6. Consultation concerning the decision to refer or not to refer the charges against the suspected offender to trial by court-martial.

6.3.1.7. Explanation of the court-martial process upon referral to trial.

6.3.1.8. Prior to the actual court-martial, assistance in obtaining available services such as transportation, parking, child care, lodging, and courtroom translators or interpreters that may be necessary to allow the victim or witness to participate in court proceedings.

6.3.1.9. During the court proceedings, provide a private waiting area out of the sight and hearing of the accused and defense witnesses. In the case of proceedings conducted aboard ship or in a deployed environment, provide a private waiting area to the greatest extent practicable.

6.3.1.10. Notification of the scheduling, including changes and delays, of each investigation pursuant to Article 32, UCMJ (reference (c)), and each court proceeding the victim is entitled to or required to attend. Upon request of a victim or witness whose absence from work or inability to pay an account is caused by the crime or cooperation in the investigation or prosecution, the employer or creditor of the victim or

witness shall be informed of the reasons for the absence from work or inability to make timely payments on an account. This requirement does not create an independent entitlement to legal assistance or a legal defense against claims of indebtedness.

6.3.1.11. Consultation concerning any decision to dismiss charges or to enter into a pretrial agreement.

6.3.1.12. Notification of the disposition of the case, to include the acceptance of a plea of "guilty," the rendering of a verdict, or the withdrawal or dismissal of charges.

6.3.1.13. Notification to victims of the opportunity to present to the court at sentencing, in compliance with applicable law and regulations, a statement of the impact of the crime on the victim, including financial, social, psychological, and physical harm suffered by the victim.

6.3.1.14. After court proceedings, take appropriate action to ensure that property of a victim or witness held as evidence is safeguarded and returned as expeditiously as possible.

6.3.1.15. Notification of the offender's sentence and general information regarding minimum release date, parole, clemency, and mandatory supervised release, if applicable.

6.3.2. Except for information that is releasable under paragraph 6.2. and subparagraph 6.3.1., requests for information relating to the investigation and prosecution of a crime (e.g., investigative reports and related documents) from a victim or witness shall be processed in accordance with DoD 5400.7-R (reference (f)). The local responsible official may authorize release of a copy of the record of trial without cost to a victim when necessary to lessen the physical, psychological, or financial hardships suffered as a result of a criminal act.

6.3.3. Any consultation or notification required by subparagraph 6.3.1. may be limited to avoid endangering the safety of a victim or witness, jeopardizing an ongoing investigation, disclosing classified or privileged information, or unduly delaying the disposition of an offense. Although the victim's views should be considered, this Instruction is not intended to limit the responsibility or authority of the Military Service or the Defense Agency officials to act in the interest of good order and discipline.

6.4. Information and Services to be Provided Upon Order to Confinement. The following services shall be provided by the Government trial counsel or designee to victims and witnesses upon sentencing of an offender to confinement in a court-martial: The DD Form 2703, "Post-Trial Information for Victims and Witnesses," (enclosure 5) shall be used as a handout to convey basic information about the post-trial process. The date it is given to the victim or witness is reportable and shall be recorded

on the appropriate form authorized for use by the particular Service. When appropriate, the following shall be provided to victims and witnesses:

6.4.1. General information regarding convening authority action, the corrections process, information about work release, furlough, probation, parole, mandatory supervised release, or other forms of release from custody, and eligibility for each.

6.4.2. Specific information regarding the election to be notified of changes in inmate status. The DD Form 2704, "Victim/Witness Certification and Election Concerning Inmate Status," (enclosure 6) shall be used for victims and appropriate witnesses (those who fear harm by the offender) to elect to be notified of changes in the offender's status in confinement. For all cases resulting in a sentence to confinement, the DD Form 2704 shall be completed and forwarded to the Service central repository, the gaining confinement facility, the local responsible official, and the victim or witness, if any. The date it is given to the victim or witness is reportable and shall be recorded on the appropriate form authorized for use by the particular Service. Do not allow the inmate access to DD Forms 2704 or 2705 or attach a copy of the forms to any record to which the confinee has access. Doing so could endanger the victim or witness. The DD Forms 2704 and 2705 are exempt from release under reference (f).

6.5. Information and Services to be Provided Upon Entry into Confinement Facilities. The victim and witness assistance coordinator at the military confinement facility shall:

6.5.1. On entry of an offender into post-trial confinement, obtain the DD Form 2704 to determine victim or witness notification requirements. If the form is unavailable, ask the Service central repository whether any victim or witness has requested notification of changes in inmate status in the case.

6.5.2. When a victim or witness has requested notification of changes in inmate status on the DD Form 2704, and that status changes as listed in subparagraphs 6.5.2.1. through 6.5.2.6., below, use the DD Form 2705, "Victim and Witness Notification of Changes in Inmate Status," (enclosure 7) to notify the victim or witness. The date it is given to the victim or witness is reportable and shall be recorded on the appropriate form authorized for use by the particular Service to comply with the reporting requirement in subparagraph 6.6.1.5. Provide the earliest possible notice of:

6.5.2.1. The scheduling of a clemency or parole hearing for the inmate.

6.5.2.2. The transfer of the inmate from one facility to another.

6.5.2.3. The escape (and subsequent return to custody), work release, furlough, or any other form of release from custody of the inmate.

6.5.2.4. The release of the inmate to parole supervision.

6.5.2.5. The death of the inmate, if the inmate dies while in custody.

6.5.2.6. A change in the scheduled release date of more than 30 days from the last notification due to a disposition or disciplinary and adjustment board.

6.5.3. Make reasonable efforts to notify all victims and witnesses who have requested notification of changes in inmate status of any emergency or special temporary home release granted an inmate.

6.5.4. On transfer of an inmate to another military confinement facility, forward the DD Form 2704 to the gaining facility, with an information copy to the Service central repository.

6.5.5. Annually report the status of victim and witness notification requests to the Service central repository as required by section 7., below.

#### 6.6. Reporting Procedures

6.6.1. To comply with the requirements of references (d), (e), and (g), the Component responsible official shall submit an annual report using the DD Form 2706 (enclosure 8) to the following address: The Under Secretary of Defense for Personnel and Readiness, Attention: Legal Policy Office, 4000 Defense Pentagon, Washington, DC 20301-4000. The report shall be submitted by March 15 for the preceding calendar year and shall address the assistance provided victims and witnesses of crime. The report shall include the following:

6.6.1.1. The number of victims and witnesses who received a DD Form 2701 from law enforcement or criminal investigations personnel.

6.6.1.2. The number of victims who received a DD Form 2702 from Government trial counsel or designee.

6.6.1.3. The number of victims and witnesses who received a DD Form 2703 from Government trial counsel or designee.

6.6.1.4. The number of victims and witnesses who elected via the DD Form 2704 to be notified of changes in inmate status.

6.6.1.5. The number of victims and witnesses who were notified of changes in inmate status by the confinement Victim Witness Assistance Coordinators via the DD Form 2705 or a computer-generated equivalent.

6.6.1.6. The cumulative number of inmates in each Service for whom victim witness notifications must be made by each Service's confinement facilities. These numbers are derived by totaling the number of inmates with victim or witness notification requirements at the beginning of the year, adding new inmates with the requirement, and then subtracting those confinees who were released, deceased, or transferred to another facility (Federal, State, or sister Service) during the year.

6.6.2. The Office of the USD(P&R) shall consolidate all reports submitted pursuant to paragraph 6.6., above, and submit an annual report to the Office for Victims of Crime, Department of Justice.

## 7. INFORMATION REQUIREMENTS

The annual reporting requirement in subparagraph 6.6.1., above, has been assigned Report Control Symbol DD-P&R(A)1952.

## 8. EFFECTIVE DATE

This Instruction is effective immediately.



David S. C. Chu  
Under Secretary of Defense  
(Personnel and Readiness)

Enclosures - 8

- E1. References, continued
- E2. Definitions
- E3. Sample DD Form 2701
- E4. Sample DD Form 2702
- E5. Sample DD Form 2703
- E6. Sample DD Form 2704
- E7. Sample DD Form 2705
- E8. Sample DD Form 2706

E1. ENCLOSURE 1

REFERENCES, continued

- (e) Sections 1512-1514 of title 18, United States Code
- (f) DoD 5400.7-R, "DoD Freedom of Information Act Program," September 4, 1998
- (g) Sections 113 (note), 1058, 1059 and 1408 of title 10, United States Code
- (h) DoD Instruction 1342.24, "Transitional Compensation for Abused Dependents,"  
May 23, 1995

## E2. ENCLOSURE 2

### DEFINITIONS

E2.1.1. Central Repository. A Military Service headquarters office designated by the Secretary for each Military Department to serve as a clearing-house of information on inmate status and to collect and report data on the delivery of victim and witness assistance including notification of inmate status changes.

E2.1.2. Component Responsible Official. Person designated by the Head of each DoD Component who coordinates, implements, and manages the Victim and Witness Assistance Program established by this Instruction.

E2.1.3. Confinement Facility Victim and Witness Assistance Coordinator. A staff member at a military confinement facility who notifies victims and witnesses of changes in inmate status and annually reports the number of those notifications to the Military Service central repository.

E2.1.4. Local Responsible Official. Person designated by the Component responsible official who is responsible for identifying victims and witnesses of crime and for coordinating the delivery of services described in this Instruction through an interdisciplinary approach. The position or billet of the local responsible official shall be designated in writing in accordance with Service regulation. The local responsible official may delegate responsibilities under this Instruction as provided in subparagraph 5.2.8., above.

E2.1.5. Victim. A person who has suffered direct physical, emotional, or pecuniary harm as a result of the commission of a crime committed in violation of reference (c), (or in violation of the law of another jurisdiction if any portion of the investigation is conducted primarily by the DoD Components). Such individuals shall include, but are not limited to, the following:

E2.1.5.1. Military members and their family members.

E2.1.5.2. When stationed outside the continental United States, DoD civilian employees and contractors, and their family members. This designation makes services available to them that are not available to DoD civilian employees, contractors, and their family members in stateside locations, such as medical care in military medical facilities.

E2.1.5.3. When a victim is under 18 years of age, incompetent, incapacitated, or deceased, the term includes one of the following (in order of precedence): a spouse, legal guardian, parent, child, sibling, another family member, or another person designated by the court or the Component responsible official, or designee.

E2.1.5.4. For a victim that is an institutional entity, an authorized representative of the entity. Federal Departments and State and local agencies, as entities, are not eligible for services available to individual victims.

E2.1.6. Witness. A person who has information or evidence about a crime within the investigative jurisdiction of a DoD Component who provides that knowledge or evidence to a DoD Component. When the witness is a minor, that term includes a family member or legal guardian. The term witness does not include a defense witness or an individual involved in the crime as a perpetrator or accomplice.

E3. ENCLOSURE 3

SAMPLE DD FORM 2701

increased concern for their personal safety and that of their family, trouble concentrating on the job, difficulty handling everyday problems, feeling overwhelmed, and thinking of the crime repeatedly.

Some or all of these behaviors may occur and will ease with time. They are normal reactions but you may wish to see a counselor. State compensation funds may be available to reimburse you for such counseling. The Victim/Witness Assistance Responsible Official will have further information.

Your Rights As A Victim.

As a Federal crime victim, you have the following rights:

- The right to be treated with fairness and with respect for your dignity and privacy;
- The right to be reasonably protected from the accused offender;
- The right to be notified of court proceedings;
- The right to be present at all public court proceedings related to the offense, unless the court determines that your testimony would be materially affected if you as the victim heard other testimony at trial;
- The right to confer with the attorney for the government in the case;
- The right to available restitution;
- The right to information about the conviction, sentencing, imprisonment, and release of the offender.

If You Need Additional Assistance:

In regard to the status of the investigation, contact the Investigator below:

David F. Smith  
(Name)  
(999) 123-4567  
(Telephone Number)

In regard to other assistance available, contact the command Victim/Witness Responsible Official, or the person identified below:

Robert Jones  
(Name)  
(123) 456-7890  
(Telephone Number)

In regard to the prosecution, contact the legal office below:

Eric Prosecute  
(Name)  
(777) 234-4321  
(Telephone Number)

In regard to compensation for medical or other expenses, contact the state office for Crime .Victim Compensation:

Sara Help  
(Name)  
(777) 777-7777  
(Telephone Number)

Please notify these offices of any changes of address or telephone number. For further information on crime issues, see the DoD Victim and Witness Assistance Council web page at: <<http://dod.mil/vwac>>

DEPARTMENT OF  
DEFENSE



INITIAL  
INFORMATION FOR  
VICTIMS AND WITNESSES  
OF CRIME

Initial Information  
For Victims and Witnesses of Crime

Introduction. We are concerned about the problems often experienced by victims and witnesses of crime. We know that as a victim or witness, you may experience anger, frustration, or fear as a result of your experience. The officer responsible for Victim/Witness Assistance at your installation can help.

We have prepared this brochure to help you deal with the problems and questions which often surface during an investigation and to provide you with a better understanding of how the military criminal justice system works. Your continued assistance is really needed and appreciated.

A criminal investigation can be both complex and lengthy and may involve several agencies, some Federal and some local. If you request, you will be kept informed of the status of your case by the investigator handling your case. His or her name is on the back of this brochure.

If You Are Threatened Or Harassed. If anyone threatens you or you feel that you are being harassed because of your cooperation with this investigation, contact the investigator or the Victim/Witness Responsible Official right away. It is a crime to threaten or harass a victim or witness.

If You Were Insured. If you do not have insurance to pay the cost of your medical or counseling bills, or related expenses, the state Crime Victim Compensation office may be able to assist. The telephone number for this office is on the back of this brochure.

If You Were a Victim of Spouse or Child Abuse or Sexual Assault. For your safety, you may want a restraining order, or temporary shelter. For information about these steps or about counseling services, call the Victim/Witness Responsible Official. If the offender is convicted or discharged for abusing you or your children, you may be eligible for "transitional compensation" benefits. Contact the prosecutor identified on the back of this brochure for further information.

Restitution. If an individual is arrested and prosecuted in federal court, you may be eligible for restitution. Restitution is court-ordered payment to you as a victim of crime. It is made by the offender for any out of pocket expenses caused by the crime. Restitution cannot be ordered as a sentence in a military court-martial, but it can be used as a condition of a pre-trial agreement to plead guilty to an offense, or as a condition of clemency or parole.

If Property Was Stolen. If your property was stolen, we hope to recover it as part of our investigation. If we do, we will notify you and return it to you as quickly as possible. Sometimes property needs to be held as evidence for trial. We will return your property once it is no longer needed as evidence.

If You Need Assistance With Your Employer or Command. If you have problems at work because of the crime or the investigation, we can contact your employer or Commanding Officer to discuss the importance of your role in the case.

If An Arrest Is Made. If you ask, you will be notified if a suspect is arrested. Since criminal defendants may be released before trial, you can ask for a restraining order to help protect you from the suspect.

Trial. Once an offense has been referred to trial, you will be contacted by the military trial counsel (prosecutor) or the Assistant U.S. Attorney assigned to handle your case, as appropriate. Each command and U.S. Attorney has a Victim/Witness Responsible Official to help answer your questions and deal with your concerns during the prosecution. You have the right to be consulted at key stages in the trial and will be informed of these rights by trial counsel.

Confinement. If the accused is sentenced to confinement (prison), you have a right to notification of changes in the confinee's status. Use a DD Form 2704, "Victim/Witness Certification and Election Concerning Inmate Status", to request that the confinement facility notify you of parole hearings, escape, release, or death of the confinee.

The Emotional Impact of Crime. Many victims and witnesses are emotionally affected by the crime. Although everyone reacts differently, victims and witnesses report some common behaviors, such as

E4. ENCLOSURE 4

SAMPLE DD FORM 2702

Sentencing.

In this phase, the judge or members (jury) decide the appropriate types and amount of punishment. The Trial Counsel may call witnesses to show aggravating factors concerning the offenses. The defense may call witnesses to show the offense may be less serious than otherwise indicated. You may be asked to return to the witness stand and testify as to how the crime has affected you. This may include the emotional, physical and financial suffering you experienced.

Punishment.

The court-martial ends when the judge reads the sentence to the accused. Normally, any confinement ordered begins at the time the sentence is announced. Other parts of the sentence, such as forfeitures of pay and reduction in rank, take effect after the "convening authority", usually a senior officer, takes "action" on the case. This generally occurs within two to three months, but can take longer in more complex cases.

If the accused is sentenced to prison, you have additional rights to notification of any changes in the inmate's status. These will be explained to you by the Trial Counsel or a designated representative.

If the offender is convicted or discharged for abusing you or your children, you may be eligible for "transitional compensation" benefits. Contact the Trial Counsel for an application (DD Form 2707) and for further information.

Your Participation

You may choose to participate in the trial at several stages. You may ask to be:

- Notified of and be present at all public court proceedings;
- Consulted on pre-trial confinement of accused and release of accused from pre-trial confinement;
- Contacted about the proposed dismissal of any and all charges;
- Consulted on decision not to prosecute;
- Contacted regarding the proposed terms of any negotiated plea;
- Consulted on proposed terms of any pre-trial agreement;
- Notified of the acceptance of a guilty plea; to present to the court evidence on sentencing;
- Informed about the conviction, sentencing, and imprisonment of the accused.

Points of Contact:

Victim/Witness Responsible Official

Robert Jones  
(Name)  
(123) 456-7890  
(Telephone Number)

Trial Counsel

Eric Prosecute  
(Name)  
(777) 234-4321  
(Telephone Number)

For further information on crime issues, see the DoD Victim and Witness Assistance Council web page at: <<http://dod.mil/vwac>>

DEPARTMENT OF  
DEFENSE



COURT-MARTIAL  
INFORMATION FOR  
VICTIMS AND WITNESSES  
OF CRIME

DD FORM 2702, MAY 2004

Court-Martial Information  
For Victims and Witnesses of Crime

Introduction

The Department of Defense is concerned about the problems often experienced by victims and witnesses of crime. We know that as a victim or witness, you may feel anger, confusion, frustration, or fear as a result of *your* experience and then feel added frustration in the course of the trial. The information in this brochure will explain the criminal justice procedures, and your role as a witness.

In the military, a prosecutor is called the Trial Counsel. The Trial Counsel's office will make every effort to keep you informed of the times and places you may be needed. However, it is not unusual for court dates to change several times before the trial. It is very important to keep the Trial Counsel informed of your current address and telephone number.

Preferal of Charges

Like a civilian criminal "complaint," the preferal of charges begins the criminal trial process. Upon preferal, you may participate in the case at several points as outlined below.

Pretrial Conference

You will be asked to speak with the Trial Counsel handling the case at least once before you testify. The Trial Counsel will answer any questions you may have at this time, and will tell you what will be expected of you as a witness.

Article 32 Hearing

Serious crimes are dealt with in a "General" court-martial which includes an "Article 32" hearing. Similar to a grand jury hearing, an Article 32 hearing is the preliminary investigation into the charges to determine if reasonable grounds exist to believe the accused committed the crimes charged. In the Article 32 hearing, testimony is given to an Investigating Officer (IO), rather than a judge or jury. You may have to appear at the hearing and testify under oath regarding what you know about the charges. After the Article 32 hearing, the IO recommends whether to "refer" (send) the case to trial. In less serious cases, the preliminary hearing is not required and cases are referred to a Special Court-Martial.

Court-Martial

This is the trial of the accused. It generally has two parts: findings (guilty or not guilty) and sentencing (punishment). In the findings phase the accused has the right to choose whether a Military Judge sitting alone or a panel of "members" (jury) will decide whether the accused is guilty of any offenses.

Testimony

If you testify, you will be placed under oath and asked questions by the Trial Counsel, and, in most cases, cross-examined by the Defense Counsel. Usually, counsel for both sides will have spoken to you prior to testifying so there will be very few surprises. If you have concerns about embarrassing questions that could be asked, tell the Trial Counsel before trial.

Pointers When Testifying

- Dress Appropriately: Be neat. Dress conservatively.
- Tell the Truth: Honesty is the best policy.
- Speak Clearly and Loudly: Everyone in the courtroom must be able to hear what you have to say. No gum chewing.
- Don't Guess or Speculate: If you don't know, say you don't know. Give positive, definite answers when you remember positively.
- Be Courteous: Answer politely and address the judge as "Your honor."
- Don't Lose Your Temper: Stay calm.

Closing Argument

After all evidence is received by the court, each side makes a closing argument. After argument, the judge or members will adjourn to deliberate on the issue of guilt or innocence. If there is a finding of "not guilty," the accused is released and the court-martial process ends. If there is a finding of "guilty," the trial immediately goes to the sentencing phase.

E5. ENCLOSURE 5

SAMPLE DD FORM 2703

**Your Rights As A Victim**

As a victim of a crime, you have the following rights under the Victim's Rights and Restitution Act of 1990 (Public Law No. 101-547):

- To be treated with fairness and with respect for your dignity and privacy;
- To be reasonably protected from the accused;
- To be notified of court proceedings;
- To be present at all public court proceedings related to the offenses, unless the court determines that your testimony would be materially affected if you heard other testimony at trial;
- To confer with the attorney for the Government (Trial Counsel) in the case;
- To receive available restitution;
- To receive information about the conviction, sentencing, imprisonment, parole eligibility and release of the accused.

**Points of Contact:**

**Service Central Repository**

\_\_\_\_\_  
 Mike Handler  
(Name)  
 \_\_\_\_\_  
 (202) 234-5678  
(Telephone Number)

**Confinement Facility**

\_\_\_\_\_  
 Alan Goodman  
(Name)  
 \_\_\_\_\_  
 (802) 234-5678  
(Telephone Number)

**Service Clemency and Parole Board**

Gerald Powers  
(Name)  
 (703) 234-5678  
(Telephone Number)

**Other**

\_\_\_\_\_  
 Sara Help. State Compensation  
(Name)  
 \_\_\_\_\_  
 (777) 777-7777  
(Telephone Number)

For further information on crime issues, see the DoD Victim and Witness Assistance Council web page at: <<http://dod.mil/vwac>>

DEPARTMENT OF  
DEFENSE



POST-TRIAL  
INFORMATION FOR  
VICTIMS AND WITNESSES  
OF CRIME

DD FORM 2703, MAY 2004

Post-Trial Information  
For Victims and Witnesses of Crime

Introduction

This brochure details the post-trial process and your rights in that process. Most important is your right to be notified of changes in the confinement status of the offender in your case.

Location of Confinement Facility

The Victim and Witness Assistance Program does not end with the completion of the court-martial. If the accused is convicted of any offense, the court-martial will sentence the accused. If the sentence includes confinement, the accused, now called "inmate", is usually taken immediately to jail. If there is a confinement facility at the installation where the trial was held, the inmate will be held there temporarily.

Depending on the security level of the inmate, he/she may be assigned to various work details around the installation. If the inmate's period of confinement is minimal, and there are adequate facilities on the installation, the inmate may serve the entire sentence at the installation.

If there is no confinement facility at the installation, the facility is not adequate to house the inmate, or the sentence is in excess of what is handled at the installation, he/she will be taken to a regional confinement facility. The inmate may later be transferred to other facilities available,

DD FORM 2703 MAY 2004 (BACK)

based on length of sentence, programs and security levels. You will be notified of these changes if you fill out a form called DD Form 2704, "Victim/Witness Certification and Election Concerning Inmate Status." It is very important that you keep the confinement facility informed of your current address and telephone number.

Convening Authority Action

The other parts of the sentence (e.g., forfeitures of pay, reduction in rank) will not be effective until the "convening authority", usually a senior officer, takes "action" on it, generally within 6 to 9 months. The convening authority may disapprove the findings, disapprove or reduce any part of the sentence, or approve everything except a punitive discharge. The convening authority cannot increase any part of the sentence. You have the right to submit a statement to the convening authority on how you feel about the Inmate receiving clemency. You can ask the Trial Counsel about this right.

Clemency and Parole Consideration

Military inmates are eligible for parole consideration when they have completed 1/3 of their confinement, and every year thereafter. You may make a statement to the Clemency and Parole Board on how the crime affected you. The statement may be on audio or video tape or in writing and may be sent to the Service Clemency and Parole Board at the address on the back of this page.

A personal appearance before the Board may

also be permitted.

Notification Rights

You have the right to be notified in writing of the following changes in the Inmate's status: transfer to another facility, parole, escape, release from confinement, or death while in confinement. If the Inmate is released on temporary home leave (for example, to visit a dying parent), the confinement facility will make every effort to notify you in advance.

How To Exercise Your Rights

If you want to exercise these rights, and be notified of the dates of any clemency and parole hearings, and changes in the Inmate's status, you must fill out DD Form 2704, "Victim/Witness Certification and Election Concerning Inmate Status." You MUST notify the Service Central Repository of all address and telephone number changes if you want to receive notices. This information will be kept confidential.

Points of Contact

From now on, your point of contact will be on confinement facility or the Service Central Repository listed on the back of this page. Please call if you have any questions.





E7. ENCLOSURE 7

SAMPLE DD FORM 2705

VICTIM/WITNESS NOTIFICATION OF INMATE STATUS <i>(This form is exempt from Freedom of Information Act release.)</i>			
<p><b>EXPLANATION:</b> This form is being used to give basic information on changes in an inmate's status to victims and witnesses who elected, on the DD Form 2704, to be notified. The confinement facility holding the inmate must promptly notify victims and witnesses of initial entry into confinement and of confinee status changes in accordance with DoD Instruction 1030.2.</p>			
<b>SECTION I - DISTRIBUTION</b>			
<b>1. TO: (Victim or Witness)</b>		<b>2. FROM: (Victim/Witness Assistance Coordinator at Confinement Facility)</b>	
a. NAME (Last, First, Middle Initial) Johnson, Mary A.		a. NAME (Last, First, Middle Initial) Smith, Lynda D.	
b. STREET ADDRESS (Include apartment no.) self-explanatory		b. STREET ADDRESS self-explanatory	
c. CITY	d. STATE	e. ZIP CODE	c. CITY      d. STATE      e. ZIP CODE
f. TELEPHONE NUMBER (Include area code)		f. TELEPHONE NUMBER (Include area code)	
<b>SECTION II - INMATE STATUS</b>			
3. INMATE NAME (Last, First, Middle Initial) Perpetrator, John Q.		4. REGISTER NUMBER assigned by the facility	5. MINIMUM RELEASE DATE ON/ABOUT (YYYYMMDD) 19970601
			6. MAXIMUM RELEASE DATE (YYYYMMDD) 19981215
<b>7. ADDRESS OF SERVICE CLEMENCY AND PAROLE BOARD</b>			
a. STREET self-explanatory		b. CITY	c. STATE      d. ZIP CODE
<p><b>NOTE 1:</b> Clemency Boards will meet annually from the date of the Initial board until the inmate is released. Clemency Boards will be held in conjunction with Parole Boards when the inmate becomes eligible for parole after serving one third of the sentence.</p> <p><b>NOTE 2:</b> You may submit documentation to Clemency and Parole Boards when the inmate is scheduled to appear. If you would like to submit a Victim Impact Statement to the Board, please send it to the address above approximately two weeks prior to the scheduled board meeting. Your statement may be submitted in the form of a letter, or audio or video cassette. A personal appearance may also be permitted.</p>			
<b>SECTION III - RELEASE ELIGIBILITY</b>			
<b>8. RESTORATION AND CLEMENCY ELIGIBILITY</b>			
<input type="checkbox"/> a. INMATE IS INITIALLY ELIGIBLE TO BE CONSIDERED FOR RESTORATION AND CLEMENCY ON (YYYYMMDD) _____			
<input type="checkbox"/> b. INMATE IS SCHEDULED TO MEET A SERVICE CLEMENCY AND PAROLE BOARD FOR RESTORATION AND CLEMENCY ON (YYYYMMDD) _____			
<b>9. PAROLE ELIGIBILITY</b>			
<input type="checkbox"/> a. INMATE IS INITIALLY ELIGIBLE FOR RELEASE ON PAROLE ON (YYYYMMDD) _____			
<input type="checkbox"/> b. INMATE IS SCHEDULED TO MEET A SERVICE CLEMENCY AND PAROLE BOARD FOR PAROLE ON (YYYYMMDD) _____			
<b>SECTION IV - CHANGE IN INMATE STATUS</b>			
<b>10. CLEMENCY/PAROLE APPROVAL</b>			
<input type="checkbox"/> a. INMATE WAS APPROVED FOR <input type="checkbox"/> CLEMENCY <input type="checkbox"/> PAROLE ON (YYYYMMDD)		<input type="checkbox"/> b. PAROLE OFFICER'S NAME (Last, First, Middle Initial)	
AT (Location)		TELEPHONE NUMBER (Incl. area code)	
<input type="checkbox"/> c. INMATE'S SENTENCE HAS BEEN CHANGED AS FOLLOWS:			
<b>11. RELEASE</b>			
<input type="checkbox"/> a. INMATE IS BEING RELEASED ON (YYYYMMDD) _____		<input type="checkbox"/> c. PLANNED RELEASE DESTINATION CITY      STATE	
<input type="checkbox"/> b. INMATE'S RELEASE IS UNDER NO COMMUNITY SUPERVISION.			
<b>12. INMATE IS DECEASED (Date of death)</b>			
<b>13. INMATE ESCAPED</b>			
a. DATE AND TIME OF ESCAPE	b. DESTINATION (If known)	c. DATE, TIME, AND PLACE OF APPREHENSION (If apprehended)	d. PLACE OF RECONFINEMENT
<b>14. INMATE WAS TRANSFERRED TO ANOTHER CORRECTIONS FACILITY ON (YYYYMMDD)</b>			
a. STREET ADDRESS		b. CITY	c. STATE      d. ZIP CODE
<b>15. OTHER</b>		<b>16. WE HAVE CANCELLED YOUR REQUEST TO BE NOTIFIED OF THIS INMATE'S RELEASE DUE TO:</b>	
<input type="checkbox"/> a. WORK RELEASE PROGRAM BEGAN ON (YYYYMMDD) _____		<input type="checkbox"/> a. YOUR REQUEST	
<input checked="" type="checkbox"/> b. RELEASE ON TEMPORARY HOME PAROLE FROM (YYYYMMDD) 19950125 TO (YYYYMMDD) 19950130		<input type="checkbox"/> b. OTHER (Specify)	
<input type="checkbox"/> c. (Specify)			
<b>SECTION V - VICTIM/WITNESS ASSISTANCE COORDINATOR</b>			
17.a. NAME (Last, First, Middle Initial) Smith, Lynda D.		b. RANK MSgt	c. SIGNATURE <i>Lynda D. Smith</i>
			d. DATE SIGNED 19950106

DD FORM 2705, DEC 94

E8. ENCLOSURE 8

SAMPLE DD FORM 2706

<b>ANNUAL REPORT ON VICTIM AND WITNESS ASSISTANCE</b>					REPORT CONTROL SYMBOL DD-P&R(A)1952
This report summarizes delivery of services to victims and witnesses as prescribed by the Victim and Witness Protection Act of 1982 (18 USC 1512) and the Victim's Rights and Restitution Act of 1990 (42 USC 10601-10607). It is submitted annually in accordance with DoD Instruction 1030.2.					
<b>1. REPORTING OFFICE</b> Component Responsible Office			<b>2. REPORTING PERIOD</b>		
			a. FROM January 1, 1996	b. TO December 31, 1997	
<b>3. DURING THE REPORTING PERIOD, OUR LAW ENFORCEMENT, SPECIAL INVESTIGATION, TRIAL COUNSEL, AND RELATED OFFICES ASSISTED:</b>					
<p><b>a. UPON INITIAL CONTACT:</b>                  _____ 11600 crime victims and _____ 12300 witnesses were informed of their rights to assistance (DD Form 2701).</p> <p><b>b. UPON REFERRAL TO COURT-MARTIAL:</b>                  _____ 9450 crime victims were informed of their consultation rights in courts-martial (DD Form 2702).</p> <p><b>c. UPON SENTENCING TO CONFINEMENT:</b>                  _____ 6342 crime victims and _____ 8298 witnesses were informed of their right to be notified of changes in the confinee's status in prison (i.e., escape, parole, death) (DD Form 2703).</p> <p><b>d. ONCE INFORMED OF THEIR RIGHT TO BE NOTIFIED OF CHANGES IN THE CONFINEE'S STATUS:</b>                  _____ 4432 crime victims and _____ 6324 witnesses, using the DD Form 2704, elected to be notified of confinee status changes.</p>					
<b>4. DURING THE REPORTING PERIOD:</b> _____ 452 confinee status changes resulted in _____ 575 notification letters (DD Form 2705) being sent from our confinement facilities.					
<b>5. AS OF DECEMBER 31, 1997</b> Our confinement facilities reported the <u>cumulative</u> total of Service confinees for whom they must make victim or witness notifications as follows:					
(1) ARMY 50	(2) NAVY 50	(3) AIR FORCE 50	(4) MARINES 50	(5) COAST GUARD 5	(6) OTHER 5
<b>6. DOD COMPONENT RESPONSIBLE OFFICIAL</b>					
a. NAME (Last, First, Middle Initial) self-explanatory		b. SIGNATURE		c. DATE SIGNED (YYYYMMDD)	

DD FORM 2706, DEC 94 (EG)

Designed using Perform Pro, WHS/DIOR, Dec 94



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-1000

SECNAVINST 5800.11B  
PERS 00J  
JAN - 5 2006

SECNAV INSTRUCTION 5800.11B

From: Secretary of the Navy

Subj: VICTIM AND WITNESS ASSISTANCE PROGRAM (VWAP)

Ref: (a) DOD Directive 1030.1 of 13 Apr 04  
(b) DOD Instruction 1030.2 of 4 Jun 04  
(c) 10 U.S.C. 47  
(d) Manual for Courts-Martial, 2000  
(e) OPNAVINST 5800.7  
(f) MCO 5800.15A (LEGADMINMAN)  
(g) SECNAVINST 5040.3A

Encl: (1) Definitions

1. Purpose. To establish the Victim and Witness Assistance Program (VWAP) and designate the persons responsible for identifying the victims of crime and performing the services required by references (a) and (b). This instruction is a complete revision and should be read in its entirety.

2. Cancellation. SECNAVINST 5800.11A.

3. Definitions. Definitions used in this instruction are provided in enclosure (1).

4. Background. Without the cooperation of victims and witnesses, criminal justice systems would cease to function. Yet, the needs of victims and witnesses have not always been adequately addressed. Seeking to correct this imbalance Congress enacted a series of laws designed to inform victims and witnesses of their rights and responsibilities in the criminal justice system; in references (a) and (b), the Department of Defense (DOD) has established policy in this area and directed implementation of relevant provisions of law. The Department of the Navy (DON) is committed to doing all that is possible within limits of available resources to assist victims and witnesses of crime and ensure that the military criminal justice system accords crime victims and witnesses their rights, without infringing on the constitutional rights of an accused.

5. Applicability. This instruction applies throughout the DON. It pertains to victims of offenses under reference (c) and to witnesses in proceedings under reference (d). The provisions of this instruction are not limited to offenses prosecuted at courts-martial. Crime victims and witnesses do not forfeit their status when offenses are referred for non-judicial punishment or administrative separation processing. In overseas locations, this program is limited to victims and witnesses who are military members and their families, and DOD civilian employees and contractors and their family members.

6. Policy. The DON will treat all victims and witnesses with respect. All service members and DON employees will make their best effort to ensure that victims and witnesses of crimes are informed of their rights and provided assistance as appropriate. Particular attention should be paid victims of serious, violent crime, including child abuse, domestic violence, and sexual misconduct.

7. Limitation. This instruction is not intended to, and does not create any entitlement, cause of action, or defense in favor of any person arising out of the failure to accord to a victim or witness the assistance outlined in this instruction. No limitations are placed on the lawful prerogatives of the DON or its officials.

8. Responsibility

a. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)) is responsible for overall policy and execution of the VWAP. Additionally, ASN (M&RA) shall:

(1) Submit annual consolidated Navy and Marine Corps reports using DD 2706, Annual Report on Victim and Witness Assistance, to the Under Secretary of Defense for Personnel and Readiness, Attention: Legal Policy Office, 400 Defense Pentagon, Washington, DC 20302-4000. Reports shall be submitted by 15 March for the preceding calendar year. Guidance for form submission is provided in reference (b).

(2) Establish and chair an interdisciplinary Victim and Witness Assistance council per reference (b). This Navy and Marine Corps council will coordinate the development of policy recommendations and the implementation of the VWAP.

(7) Ensure that the assistance provided to crime victims and witnesses is tracked and recorded to assist in preparing the annual reports described in paragraph 8(a)(1).

c. Commander, Navy Personnel Command (COMNAVPERSCOM), Corrections and Programs Division (PERS 68), and the Commandant of the Marine Corps (CMC (PSL)), are designated the central repositories for the purpose of tracking notice of the status of Navy and Marine Corps offenders, respectively, confined in military correctional facilities, per references (a) and (b). COMNAVPERSCOM (PERS 68) and CMC (PSL) shall ensure that a Confinement Facility Victim and Witness Assistance Coordinator is appointed at each confinement facility who is responsible for victim and witness notification of changes in confinee status.

d. The Secretary of the Navy Council of Review Boards (SECNAVCORB), shall ensure that the Naval Clemency and Parole Board (NC&PB):

(1) Provides the appropriate confinement facility with sufficient notice of the scheduling of clemency and parole hearings. The confinement facility will inform victims who have requested notification of the scheduled hearings to allow them an opportunity to submit statements (written or taped) on the impact the crime has had on their lives or any other information they request the board to consider.

(2) Considers all available documentary evidence and correspondence submitted by a victim when reviewing a case. NC&PB will permit a personal appearance by the victim if it determines that such appearance would be useful or would provide information not otherwise available.

(3) Designates, as necessary, a victim witness assistance coordinator to implement the requirements of this program.

e. The Judge Advocate General of the Navy and Judge Advocate of the Marine Corps shall provide advice, instruction, guidance, and assistance regarding the legal aspects of the VWAP.

f. The Naval Inspector General (NAVINSGEN) and Inspector General of the Marine Corps shall give favorable consideration, upon request, to the inclusion of the VWAP in the Naval Command Inspection Program (reference (g)). NAVINSGEN shall also:

(1) Provide indoctrination and training in the VWAP to all NAVINSGEN investigative personnel.

(2) Ensure all field elements comply with the requirements of references (a) and (b).

(3) Coordinate through field elements with other agencies in support of victim and witness assistance for investigations conducted jointly with or in support of those agencies.

g. The Director, Naval Criminal Investigative Service (NAVCRIMINVSVC), shall ensure that all law enforcement and criminal investigative personnel:

(1) Comply with requirements of references (a) and (b).

(2) Provide annual reports to COMNAVPERSCOM (PERS 00J) and the CMC (JAM) on the delivery of services to victims and witnesses by field offices.

(3) Receive indoctrination and training in the VWAP.

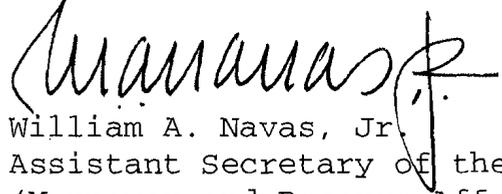
(4) Coordinate with other agencies in support of victim and witness assistance for investigations conducted jointly with or in support of those agencies.

(5) Appoint victim witness assistance coordinators in field offices.

## 9. Forms and Reports

a. DD 2706 (DEC 94), Annual Report on Victim and Witness Assistance is available online at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>

b. Report Control Symbol DD-P&R(A)1952 is assigned to the report contained in paragraph 8a(1).

A handwritten signature in cursive script, appearing to read "W. Navas, Jr.", written in black ink.

William A. Navas, Jr.  
Assistant Secretary of the Navy  
(Manpower and Reserve Affairs)

Distribution:

Electronic only via Navy Directives Web site

<http://neds.daps.dla.mil/>

**DEFINITIONS**

1. Central Repository. A headquarters office, designated by the Secretary of the Navy to serve as a clearing-house of information on confinee status and to collect and report data on the delivery of victim and witness assistance, including notification of confinee status changes.
2. Component Responsible Official. Person designated by the CNO and the CMC primarily responsible for coordinating, implementing, and managing the VWAP within their respective Service branch.
3. Confinement Facility Victim Witness Assistance Coordinator. A staff member at a military confinement facility who is responsible for notifying victims and witnesses of changes in a confinee's status and reporting those notifications to the central repository.
4. Local Responsible Official. Person designated by the CNO and the CMC who has primary responsibility for identifying victims and witnesses of crime and for coordinating the delivery of services through an interdisciplinary approach as described in reference (b).
5. Victim. A person who has suffered direct physical, emotional, or pecuniary harm as a result of the commission of a crime in violation of the UCMJ (reference (c)) or in violation of the law of another jurisdiction in cases where military authorities have been notified. Such individuals shall include, but are not limited to, the following:
  - a. Military members and their family members.
  - b. When stationed outside the continental United States, DOD civilian employees and contractors, if provided for by contract, and their family members. This program applies to services not available to DOD civilian employees and contractors, and their family members, in stateside locations, such as medical care in military medical facilities.
  - c. When a victim is under 18 years of age, incompetent, incapacitated, or deceased, the term includes one of the following: a legal guardian, spouse, parent, child, sibling,

another family member, or another person designated by the court or local responsible official, or designee.

d. The term "victim" does not include an individual involved in the crime as a perpetrator or accomplice, even though the individual may be one of the representatives described above.

e. For a victim that is an institutional entity, an authorized representative of the entity. Federal Departments and State and local agencies, as entities, are not eligible for services available to individual victims.

6. Witness. A person who has information or evidence concerning a crime, and provides that knowledge to a DON representative about an offense in the investigative jurisdiction of the DON. When the witness is a minor, that term includes a parent or legal guardian. The term "witness" does not include a defense witness or an individual involved in the crime as a perpetrator or accomplice.

LEGADMINMAN

CHAPTER 6

VICTIM AND WITNESS ASSISTANCE PROGRAM

	<u>PARAGRAPH</u>	<u>PAGE</u>
SCOPE. . . . .	6000	6-3
DEFINITIONS. . . . .	6001	6-3
BACKGROUND . . . . .	6002	6-4
APPLICABILITY. . . . .	6003	6-4
POLICY . . . . .	6004	6-4
PROGRAM OVERVIEW . . . . .	6005	6-6
RESPONSIBILITIES . . . . .	6006	6-6
REPORTING. . . . .	6007	6-14
RESOURCES. . . . .	6008	6-15
FORMS. . . . .	6009	6-15
VICTIM WITNESS LIAISON OFFICER (VWLO) RESPONSIBILITIES . . . . .	6010	6-16
COMMAND VICTIM WITNESS ASSISTANCE COORDINATOR (VWAC) RESPONSIBILITIES. . . . .	6011	6-17

LEGADMINMAN

CHAPTER 6

VICTIM AND WITNESS ASSISTANCE PROGRAM

6000. SCOPE. This chapter sets forth procedures and responsibilities under the Victim and Witness Assistance Program (VWAP) established by DoD Directive 1030.1 and SECNAVINST 5800.11A, and defines the policies, responsibilities, and procedures for Marine Corps compliance with DoD Instruction 1030.2 and the aforementioned directives.

6001. DEFINITIONS

1. Central Repository. A headquarters office, designated by the Secretary of the Navy to serve as a clearinghouse of information on confinee status and to collect and report data on the delivery of victim and witness assistance, including notification of confinee status changes. The central repository for the Marine Corps is CMC (POS-40).

2. Component Responsible Official. Person designated by the Commandant of the Marine Corps primarily responsible for coordinating, implementing, and managing the Victim and Witness Assistance Program. The component responsible official is the Staff Judge Advocate to CMC.

3. Victim. A person who has suffered direct physical, emotional, or pecuniary harm as a result of the commission of a crime committed in violation of the UCMJ, or in violation of the law of another jurisdiction if any portion of the investigation is conducted primarily by the DoD Components. Such individuals shall include, but are not limited to, the following:

a. Military members and their family members.

b. When stationed outside the continental United States, DoD civilian employees and contractors, and their family members. This applies to services not available to DoD civilian employees and contractors and their family members in stateside locations, such as medical care in military medical facilities.

c. When a victim is under 18 years of age, incompetent, incapacitated, or deceased, the term includes one of the following (in order of precedence): a spouse, legal guardian, parent, child, sibling, another family member, or another person designated by the court or the component responsible official, or designee.

d. The term "victim" does not include an individual involved in the crime as a perpetrator or accomplice, even though the individual may be one of the representatives described above.

e. For a victim that is an institutional entity, an authorized representative of the entity. Federal departments and State and local agencies, as entities, are not eligible for services available to individual victims.

4. Witness. A person who has information or evidence about a crime, and provides that knowledge to a DoD component about an offense in the investigative jurisdiction of a DoD component. When the witness is a minor, that term includes a family member or legal guardian. The term witness does not include a defense witness or an individual involved in the crime as a perpetrator or accomplice.

#### 6002. BACKGROUND

1. Between 1982 and 1990, the U.S. Congress enacted a series of laws designed to inform crime victims and witnesses of their rights and position in the criminal justice system. The last of the series, the Victims' Rights and Restitution Act of 1990, imposed a duty upon departments and agencies of the U.S. engaged in law enforcement and criminal justice functions to ensure that crime victims are provided specific rights and services.

2. Victims and witnesses of crime normally suffer some adverse impact from the crime. The VWAP is designed to minimize the effects of crime, and to help victims and witnesses understand and meaningfully participate in the military justice system. The VWAP ensures that Marine Corps personnel are trained to provide appropriate information, referrals, and services.

6003. APPLICABILITY. The provisions of this chapter apply to all Marine Corps personnel, and Navy personnel attached to Marine Corps units, engaged in detecting, investigating, or prosecuting crime, and to personnel assisting crime victims and witnesses. This chapter pertains to victims and witnesses of offenses committed in violation of the UCMJ and to witnesses involved in proceedings conducted under the Manual for Courts-Martial (MCM), 1998. This chapter is not limited to criminal offenses prosecuted at courts-martial. Crime victims and witnesses do not forfeit their status when offenses are referred to nonjudicial punishment or administrative separation proceedings. In overseas locations, this chapter is limited to victims and witnesses who are military members, their families, and Department of Defense civilian employees and contractors and their family members.

6004. POLICY. Marines shall treat all victims and witnesses with respect.

1. A crime victim has the following rights:

- a. To be treated with fairness and with respect for the victim's dignity and privacy.
- b. To be reasonably protected from the accused.
- c. To be notified of court-martial proceedings.
- d. To be present at all public court proceedings related to the offense, unless the court determines that testimony by the victim would be materially affected if the victim heard other testimony at trial.
- e. To confer with trial counsel and convening authorities.
- f. To receive available restitution.
- g. To receive information about the conviction, sentence, confinement, and release of the accused.

2. A witness in a court-martial has the following rights:

- a. To be treated with fairness and with respect for the witness's dignity and privacy.
- b. To be reasonably protected from the accused.
- c. To be notified of any scheduling changes which will affect their appearance at court-martial.
- d. To be notified of the apprehension of an accused, the initial appearance of an accused before a military judge, the release of the accused pending court-martial, and trial proceedings (including entry of guilty pleas).
- e. To receive information about the conviction, sentence, confinement, and release of the accused.

All Marines, Navy personnel attached to Marine units, and DON employees will ensure that victims and witnesses of crime are informed of their rights as described above.

3. Humanitarian and practical concerns demand that Marine Corps authorities responsible for effective functioning of the criminal justice system consider the needs of victims and witnesses participating in command investigations or disciplinary proceedings within the cognizance of Marine Corps activities. Responsible authorities must mitigate, within the means of available resources and in accordance with applicable law, the physical, psychological, and financial hardships suffered by crime victims and witnesses and make all reasonable efforts to foster their cooperation in the criminal justice process.

4. Victims and witnesses of domestic abuse or sexual assault often require assistance beyond the information and referrals required under the VWAP. SECNAVINST 1752.3 and MCO 1752.3B provide additional guidance and specific programs for victims and witnesses of those crimes.

5. While special attention must be provided to victims and witnesses of serious, violent crime, all crime victims and witnesses shall receive the assistance provided for in this chapter. In cases where the United States or the public is the victim, victim assistance will normally be unnecessary, but there may be witnesses in those cases who will be entitled to witness services.

6. This chapter is not intended to, and does not, create any entitlement, cause of action, or defense in favor of any person arising out of the failure to provide the assistance outlined in this chapter. No limitations are placed on the lawful prerogatives of the Marine Corps or its officials.

6005. PROGRAM OVERVIEW. VWAP is a multi-disciplinary model, as described in DoD Instruction 1030.2, designed to identify and assist crime victims and witnesses through the criminal justice process beginning with the initial report of a crime and continuing through the investigation, prosecution, sentencing, confinement, and release of an offender.

1. Installation commanders are responsible for implementing VWAP and shall be the central points of contact for victims and witnesses involved in the criminal justice process.

2. Unit commanders, commanding officers, and OICs are responsible for ensuring that victims and witnesses in their commands are afforded their rights and are informed of the status of a criminal case through final disposition, especially cases investigated and resolved within the command.

3. All disciplines (e.g., law enforcement, security, criminal investigations, convening authorities, legal, and corrections) are responsible for ensuring a smooth transition of victim and witness assistance through the stages of the criminal justice process.

4. Service providers (e.g., Family Service Center (FSC) personnel, family advocacy counselors, victim advocates, health care personnel, chaplains, and legal assistance attorneys) are responsible for providing available services to victims and, when appropriate, shall provide referrals to community-based services.

6006. RESPONSIBILITIES

1. SJA to CMC is designated the Component Responsible Official, pursuant to SECNAVINST 5800.11A. SJA to CMC shall:

a. Obtain and distribute victim and witness assistance materials to judge advocates serving as trial counsel and legal assistance attorneys.

b. Distribute the Department of Justice Federal Resource Guide on Victim and Witness Assistance to Local Responsible Officials (installation commanders).

c. Receive and compile the reports required by DoD Instruction 1030.2, paragraph F6, from the Naval Criminal Investigative Service (NCIS) and the Local Responsible Officials concerning the assistance provided to crime victims and witnesses, and prepare the annual report (DD Form 2706) for submission to the Assistant Secretary of the Navy (Manpower and Reserve Affairs).

2. Service Providers include victim advocates, family advocacy counselors, victim assistance advocates, FSC personnel, chaplains, health care personnel, legal assistance attorneys, and others who assist crime victims and witnesses. Service providers shall:

a. Understand and support VWAP and know the rights of victims and witnesses under VWAP.

b. Inform crime victims and witnesses about VWAP when they receive counseling, treatment, or advice.

c. Inform victims of spousal or intrafamilial abuse of the benefits provided under "Transitional Compensation for Abused Family Members." The purpose of this program is to help ease the transition from military to civilian life for spouses and/or dependent children of a servicemember who is separated from active duty as a result of a family abuse offense. The spouse and/or family should be referred to the member's commanding officer for assistance with completion of DD Form 2698 "Application for Transitional Compensation." Eligible applicants may be entitled to a maximum of 36 months or a minimum of 12 months of monthly compensation. Applicants may also be eligible for medical and dental care for a period of 1 year to treat an injury or illness caused by the abuse offense. Commissary and exchange privileges may also be available for the duration of the payments. The Family Advocacy Program (FAP) Victim Advocate can provide more detailed information. Victims may also seek assistance from the local legal assistance office for benefits provided under "Benefits for Dependents who are Victims of Abuse by Members Losing the Right to Retired Pay" and other benefits under VWAP.

d. Inform crime victims of State crime compensation funds that may be available to reimburse victims for certain expenses incurred as a result of the crime.

e. Know the VWAP points of contact at your installation, specifically base police, NCIS, SJA, FSC, Family Advocacy Program, medical clinics or hospitals, and chaplains for victim and witness assistance issues.

f. Ensure that the FSC appoints, in writing, a representative to participate in the installation victim and witness assistance council meetings.

3. Corrections (Code POS-40). The Commandant of the Marine Corps (POS-40) is designated the Marine Corps Central Repository to serve as a clearinghouse of information on prisoner status and to collect and report data on the delivery of victim and witness assistance including notification of prisoner status changes. The central repository will:

a. Establish a victim and witness notification program in each brig and detention facility. VWAP procedures will apply to all prisoners confined in Marine Corps brig facilities, regardless of service.

b. Upon receipt of a DD Form 2704 that indicates a victim or witness has requested notification, establish a prisoner adjunct file to track notification of status changes. Any DD Form 2704 indicating a victim or witness does not desire notification will be filed at the brig where the prisoner is confined. The DD forms/adjunct files will be destroyed 2 years from the date the prisoner is released from confinement or parole, whichever is later.

c. Ensure that the Correctional Management Information System (CORMIS) accurately reflects all prisoners enrolled in the notification program.

d. Verify compliance with notification requirements prior to directing any prisoner transfer or transport per MCO 1640.3F.

e. Review the notification program and, when appropriate, direct termination from the notification program of victims or witnesses that brig personnel are unable to contact after reasonable efforts. For prisoners of other services, forward the request to the appropriate service central repository.

f. Inform brig of any victim or witness requests received at Headquarters Marine Corps (Code POS-40) indicating a desire to be terminated from the notification program.

g. Submit reports per paragraph 6007.

4. Installation Commanders are designated the Local Responsible Officials pursuant to SECNAVINST 5800.11A and DoD Directive 1030.1. Installation commanders are responsible for implementing and maintaining VWAP. They must coordinate with the commanding officers

of tenant activities to insure that all services and requirements are fulfilled. Additionally, installation commanders shall:

a. Ensure close coordination between local VWAP representatives from NCIS, LSSS or law center, military police, commanding officers, medical facilities, FSC, corrections facilities, and chaplains.

b. Establish a local Victim and Witness Assistance Council to coordinate the efforts to provide a comprehensive assistance program and comply with VWAP notification and reporting requirements. Installation commanders shall designate a council chairperson as the Victim Witness Liaison Officer (VWLO). VWLO responsibilities are outlined in paragraph 6010.

c. Ensure that data is maintained concerning the number of victims and witnesses who received DD Forms 2701-2704 from personnel listed in paragraph 6006.4a.

d. Construct and maintain, with the assistance of the local FSC, a directory of programs, services, and crime victim compensation funds available within their geographic area, both military and civilian, to which a victim or witness may be referred. When appropriate, enter into Memoranda of Agreement with civilian agencies to ensure victims and witnesses are provided required services.

e. Ensure that victims and witnesses are receiving the information and services as required under VWAP.

f. Ensure VWAP is included as an item of interest during regular inspections.

g. Appoint, in writing, by name, title, duty address, and telephone number, a local law enforcement representative to serve as the investigative and law enforcement victim witness assistance coordinator (VWAC), and ensure the law enforcement VWAC meets the responsibilities delineated in paragraph 6011.

5. Unit Commanders, Commanding Officers, and Officers in Charge are responsible for understanding and aggressively supporting VWAP and ensuring compliance with this chapter. Every commander (battalion/squadron level and above) shall appoint, in writing, a Victim and Witness Assistance Coordinator (VWAC). The appointment letter shall include the VWAC's name, title, duty address, and duty telephone number. VWAC responsibilities are set forth in paragraph 6011.

6. Investigative and Law Enforcement Personnel

a. The term "investigative and law enforcement personnel" includes NCIS, CID, military police, installation security, and other individuals with authority to conduct a criminal investigation or inquiry into a crime. All are responsible for the actions detailed

herein. (For the purposes of this chapter, this term does not include individuals appointed to conduct investigations under chapters II, III, IV, VIII and XII of JAGINST 5800.7C (JAGMAN).)

b. Investigative and law enforcement personnel shall be trained in VWAP, must provide crime victims and witnesses the information described in this chapter, and shall meet the following specific responsibilities:

(1) All law enforcement personnel must identify victims and witnesses to crimes and treat them with fairness and with respect for their dignity and privacy.

(2) Threat assessment. All law enforcement personnel have a continuing duty to take reasonable measures to protect victims and witnesses from further threat, harm, and intimidation. To that end investigative and law enforcement personnel shall make an immediate assessment of the situation and take action to minimize the threat to the victim or witness. Exercise care in discussing any protective measures that may be afforded the victim or witness to avoid creating unrealistic expectations concerning the level of protection available.

(3) The individual in charge of a criminal investigation will ensure that the victims/witnesses in the case are provided with DD Form 2701 (Initial Information for Victims and Witnesses of Crime) and ensure that victims/witnesses understand the rights afforded under the law and this chapter. DD Form 2701 shall be completed by investigative and law enforcement personnel. The form shall include the name and telephone number of the investigator, the Victim Witness Liaison Officer, the cognizant Victim and Witness Coordinator, the State Crime Compensation Program, and other appropriate information. The home address and telephone number of victims and witnesses will not be included in investigative reports unless they are specifically pertinent (e.g., the crime scene is at the victim's home).

(4) Assist victims and witnesses, upon request, in contacting the persons responsible for providing the services and relief described in DD Form 2701. The FSC and VWLO are responsible for maintaining a directory of service and relief providers. Investigative and law enforcement personnel shall familiarize themselves with this directory and supply victims and witnesses with appropriate phone numbers and addresses. Further assistance in contacting the service/relief providers should be rendered as necessary and appropriate.

(5) If requested, and to the extent that it will not interfere with the investigation, the individual in charge of the investigation will keep the victim apprised of the status of the investigation/inquiry.

(6) If requested, the individual in charge of the investigation shall promptly notify the victim/witness when a suspect is apprehended.

(7) Investigative and law enforcement personnel shall safeguard the victim's property held as evidence and shall assist in returning it as soon as possible.

(8) The VWLO is required to maintain a directory of command VWACs. Investigative and law enforcement personnel shall familiarize themselves with this directory and supply victims and witnesses with names and telephone numbers of the appropriate command VWACs. Further assistance in contacting the command VWAC should be rendered as is necessary and appropriate.

(9) All law enforcement personnel must be educated concerning the victim's rights under VWAP.

(10) Notification to VWAC

(a) Accused and victim are military members. The individual in charge of the investigation will provide the identity of the victim to both the accused's VWAC and the victim's VWAC.

(b) Only accused is a military member. The individual in charge of the investigation will provide the identity of the victim to the accused's VWAC.

(c) Only victim is a military member. The individual in charge of the investigation will provide the identity of the victim to the victim's VWAC.

7. OICs of Legal Service Support Sections/Law Centers, and Staff/Senior Judge Advocates at installations not using the LSSS/Law Center concept, shall ensure trial counsel meet their responsibilities under VWAP as delineated in this chapter, including the following specific responsibilities:

a. Once charges have been referred to trial, the trial counsel assigned to the case shall identify the victims and witnesses in the case and provide them with DD Form 2702 (Court-Martial Information for Victims and Witnesses of Crime) and determine their elections as to those rights.

b. Trial counsel shall ensure that victims and witnesses are provided information concerning their role in the criminal justice process, including what to expect from the system, what the system expects from them, the stages in the criminal justice process significant to a crime victim or witness, and the proper method for obtaining further information.

c. Victim Notification. When a victim has requested notification, trial counsel shall ensure, at the earliest possible convenience, that the victim is advised of:

- (1) The pretrial confinement status of the accused.
- (2) The date charges were referred and the nature of the charges.
- (3) The acceptance of a pretrial plea agreement.
- (4) The scheduling of each court proceeding.
- (5) The findings of the court-martial.
- (6) The sentence adjudged.
- (7) The convening authority's action concerning the court-martial findings and sentence.

d. Witness Notification. When a witness has requested notification, trial counsel shall ensure, at the earliest possible convenience, that the witness is advised of:

- (1) The acceptance of a plea.
- (2) The findings of the court-martial.
- (3) The sentence adjudged.
- (4) The action of the convening authority as it may affect the sentence.

e. Victim's Views Concerning Pretrial Plea Negotiations. Victims have a statutorily designated advisory role in decisions involving prosecutorial discretion, such as plea-bargaining. Trial counsel shall ensure victims are aware of their right to act in this advisory capacity. In those cases in which a victim has elected to act in such an advisory capacity, trial counsel shall ensure the victim's views concerning prosecution and plea negotiations are obtained and forwarded to the convening authority.

f. Rescheduling of Court-Martial Proceedings. Trial counsel shall ensure, as soon as possible, that all victims and witnesses who have been scheduled to attend criminal justice proceedings are notified of any schedule changes that may affect their appearances.

g. Separate Waiting Room. During the court-martial proceedings, trial counsel shall ensure, to the extent possible, that victims and prosecution witnesses are provided with a waiting area that is

separate from, and out of the sight and hearing of, the accused and defense witnesses.

h. General Assistance at Trial. Trial counsel shall inform and assist victims and witnesses concerning the availability of services such as transportation, parking, child care, lodging, and courtroom translators or interpreters.

i. Notification of Employer. Upon request by the victim and/or witness, the trial counsel shall take reasonable steps to inform that person's employer of the reasons for absence from work due to court-martial.

j. Explanation to Creditors. The trial counsel shall contact the creditor of a victim or witness who is subjected to serious financial strain caused by the crime, or by cooperation in the investigation or prosecution of an offense.

k. Victim's Property. Trial counsel shall safeguard the property of a victim held as evidence and shall return it as soon as possible.

l. Sentencing. Trial counsel shall inform victims of the opportunity to present evidence to the court at sentencing. In compliance with applicable law and regulations, the victim may submit a statement concerning the impact of the crime, including financial, social, psychological, and physical harm suffered by the victim.

m. Post-Trial Information. At the conclusion of a court-martial resulting in a conviction, trial counsel shall provide victims and witnesses with DD Form 2703 (Post-Trial Information for Victims and Witnesses) to convey basic information about the post-trial process.

n. Post-Trial Confinement Status of Accused. At the conclusion of every court-martial in which confinement is adjudged, trial counsel shall prepare DD Form 2704 (Victim/Witness Certification and Election Concerning Inmate Status) with the assistance of the victim or witness (those who fear harm by the offender). Trial counsel shall ensure copies are provided to:

(1) Either the Chief of Naval Personnel, Corrections and Programs Division (PERS-84), as Central Repository for the Navy, or the Commandant of the Marine Corps (POS-40) as Central Repository for the Marine Corps;

(2) The confinement facility;

(3) Victims/witnesses whose entitlement to receive information has been certified by trial counsel; and

(4) The responsible VWACs.

o. Responsible for reporting requirements outlined in paragraph 6007.

p. The LSSS/Law Center OIC (SJA in the absence of a LSSS/Law Center) shall ensure that judge advocates provide victims information and assistance concerning compensation programs available from the State, and other sources of financial relief.

q. The LSSS/Law Center OIC (SJA in the absence of a LSSS/Law Center) shall appoint, in writing, representatives to participate in local victim and witness assistance council meetings.

#### 6007. REPORTING

1. SECNAVINST 5800.11A and DoD Instruction 1030.2 require an annual report to the Under Secretary of Defense for Personnel and Readiness, via the Assistant Secretary of the Navy (M&RA), concerning the assistance provided to victims and witnesses of crime. The report shall be submitted by 15 March for the preceding calendar year. The following data must be maintained and forwarded to the CMC (JAM) no later than 1 February each year (Report Control Symbol DD-5800-09 has been assigned to this report):

a. Director, Naval Criminal Investigative Service. Numbers of victims and witnesses who received DD Form 2701 from field components.

b. Installation Commanders. Numbers of victims and witnesses who received DD Form 2701 from personnel assigned to the local military police or installation security; victims and witnesses who received DD Form 2702; victims and witnesses who received DD Form 2703; and victims and witnesses who elected via DD Form 2704 to be notified of changes in prisoner status.

c. Head, Corrections Branch, Human Resources Division, Headquarters, U.S. Marine Corps. Numbers of victims and witnesses to whom Marine Corps brig personnel provided notice of prisoner status changes via DD Form 2705, and a cumulative total (as of 31 December) of each service's prisoners for whom brig must provide victim or witness notifications.

2. LSSS/Law Center OICs (SJAs in the absence of a LSSS/Law Center) shall maintain data on the number of victims and witnesses who received DD Form 2702 (Court-Martial Information For Victims and Witnesses of Crime) and DD Form 2703 (Post-Trial Information for Victims and Witnesses of Crime), and the number of victims and witnesses who elected their rights via DD Form 2704. By 15 January each year, provide the Local Responsible Official (the installation commander), via the installation's VWLO, with a report of this data covering the preceding year (1 January to 31 December).

3. Commanding Officers of Correction Facilities shall submit a monthly report to each service central repository concerning the status of their servicemembers confined in Marine Corps facilities. The report shall include:

- a. Name, social security number.
- b. Date of confinement (indicate whether a new confinement or transfer from another facility).
- c. Date of admittance into the program and the number of victims or witness for each prisoner.
- d. Location of the court-martial convening authority.
- e. Number of all victims or witnesses notified (DD Form 2705s or telephonically) and the reason for notification for each prisoner status change during the month.
- f. Information regarding unsuccessful attempts to contact a victim or witness who has previously requested notification.
- g. Copies of any correspondence received from a victim or witness requesting termination from the notification program.
- h. Minimum release date.
- i. Parole eligibility date.
- j. The cumulative total of the service's prisoners for whom brigs must make victim or witness notifications confined as of the last day of the reporting month.

6008. RESOURCES. The Department of Justice, Office for Victims of Crime, 633 Indiana Avenue N.W., Washington, DC 20531, (202) 514-6444, can provide information concerning training and available materials.

6009. FORMS. The following forms are available in the Marine Corps Electronic Forms System (MCEFS). They can also be obtained from the Naval Aviation Supply Office using requisitioning procedures contained in NAVSUP 2002, Navy Stock List of Publication and Forms.

<u>FORM NUMBER</u>	<u>TITLE</u>	<u>STOCK NUMBER</u>
DD Form 2701	Initial Information For Victims and Witnesses of Crime	0102-LF-019-0700
DD Form 2702	Court-Martial Information For Victims and Witnesses of Crime	0102-LF-019-0800

DD Form 2703	Post-Trial Information For Victims and Witnesses of Crime	0102-LF-019-0900
DD Form 2704	Victim/Witness Certification and Election Concerning Inmate Status	0102-LF-019-1200
DD Form 2705	Victim/Witness Notification of Inmate Status	0102-LF-019-1300
DD Form 2706	Annual Report on Victim and Witness Assistance	0102-LF-019-1400

6010. VICTIM WITNESS LIAISON OFFICER (VWLO) RESPONSIBILITIES

1. VWLOs are the installation commander's representatives responsible for the coordination of victim and witness assistance efforts aboard the installation. VWLOs shall:

a. Ensure that each organization (battalion/squadron level and above) assigned to the installation appoints a Victim Witness Assistance Coordinator (VWAC).

b. Coordinate with the senior tenant commander(s) to ensure that each tenant command (battalion/squadron level and above) appoints a VWAC.

c. Maintain a list of VWACs (both organic and tenant) aboard the installation.

d. Maintain a directory of military and civilian programs and services providing counseling, treatment, and other victim support within the geographic area of the installation.

e. Obtain and distribute relevant information to VWACs (both organic and tenant), including the roster of VWACs and the directory of local programs and services.

f. Ensure victims and witnesses are notified of their rights.

g. Ensure victims are notified of the names, titles, duties, addresses, and telephone numbers of the VWACs involved in their case.

h. Assist victims in exercising their rights and obtaining support.

i. Chair meetings of the local Victim and Witness Assistance Council.

j. Assist the installation commander in meeting VWAP reporting requirements.

6011. COMMAND VICTIM WITNESS ASSISTANCE COORDINATOR (VWAC)  
RESPONSIBILITIES

1. Generally. The VWAC is the command's primary point of contact for victim witness assistance matters. The VWAC is responsible for obtaining and distributing VWAP materials and for providing VWAP training to the members of the command. In cases involving victims, witnesses, or accused from different commands, the VWACs for the respective commands may have overlapping duties and responsibilities. Coordination between VWACs aboard the installation is essential.

2. Victim or Witness is a Member of VWAC's Command. Once the command is aware that one of their members is a victim or a witness, the VWAC shall ensure that the victim or witness has been advised of applicable rights by providing DD Form 2701 (Initial Information For Victims and Witnesses of Crime), if one has not already been provided, and assist the victim or witness in making an election of rights. Additionally, the VWAC shall, upon request of the victim:

a. Provide the victim with more detailed information concerning the resources available to the victim including information on compensation programs available to victims of intra-familial abuse offenses when the offender is a servicemember;

b. Assist the victim in obtaining necessary counseling;

c. Maintain contact with all VWACs and other VWAP personnel (such as trial counsel) involved in the victim's case; and

d. Assist victims and witnesses as appropriate and necessary in the exercise of their rights.

3. Accused is a Member of the VWAC's Command. Once the command is aware that the accused is a member of the command, the VWAC shall identify the victim, determine whether the victim has been advised of applicable rights, and determine the victim's elections concerning those rights. Additionally, the VWAC shall, upon request of the victim:

a. Advise the victim of the accused's pretrial confinement status;

b. Notify the victim of the commander's decisions concerning prosecution, the nature of the charges, and the date charges are preferred;

c. Solicit and discuss the victim's views regarding appropriate disposition of the charges against the accused, particularly during pretrial plea negotiations; and

d. Notify all other VWACs involved in the case of the victim's identity and elections concerning rights.

4. VWAC's Command is the Convening Authority. After charges have been preferred, the VWAC shall identify the victims and witnesses, determine whether the victims have been advised of their rights, and determine the victims' elections concerning those rights. Additionally, the VWAC shall, upon request of the victim:

a. Confirm that the trial counsel assigned to the case has obtained the victim's views concerning plea negotiations and has forwarded that information to the convening authority;

b. Confirm that the trial counsel has complied with the victim's request to be notified of the following:

(1) The date charges are referred and the nature of the charges;

(2) Acceptance of a pretrial agreement;

(3) The court-martial findings concerning guilt;

(4) The sentence adjudged; and

(5) The convening authority's action on the findings and sentence of the court-martial.

c. If the accused is sentenced to confinement, confirm that the trial counsel prepared a DD Form 2704 per paragraph 6006.7n of this chapter.

d. When a victim has requested notification, the VWAC will advise the victim of the accused's pretrial confinement status.

**VICTIM AND WITNESS ASSISTANCE PROGRAM (VWAP)**

Functional Area Manager:

Point of Contact:

**01 SJA TO CMC**

01 001 Has the SJA to CMC ensured that victim and witness assistance materials are available for law enforcement personnel, judge advocates serving as trial counsel, and legal assistance attorneys?

Reference

MCO P5800.16A, CHAPTER 6, PAR 6006.1(a)

01 002 Has the SJA to CMC received and compiled the reports required by DoD Instruction 1030.2 and prepared the annual report (DD Form 2706) for submission to the Assistant Secretary of the Navy (Manpower and Reserve Affairs)?

Reference

MCO P5800.16A, CHAPTER 6, PAR 6006.1(b)

MCO P5800.16A, CHAPTER 6, PAR 6007.1

01 003 Has the SJA to CMC provided a representative for the DoD VWAP Council established by DoDI 1030.2?

Reference

MCO P5800.16A, CHAPTER 6, PAR 6006.1(c)

**02 Marine and Family Services (MFS)**

02 001 Has MFS appointed a representative to the local Victim and Witness Assistance Council in writing?

Reference

MCO P5800.16A, CHAPTER 6, PAR 6006.3(f)

02 002 Does MFS have a directory of the VWAP points of contact for their installation?

Reference

MCO P5800.16A, CHAPTER 6, PAR 6006.3(e)

02 003 Does MFS inform crime victims and witnesses about VWAP if such information has not already been provided?

Reference

MCO P5800.16A, CHAPTER 6, PAR 6006.3(a)

02 004 Does MFS inform victims of spousal or intrafamilial abuse of the benefits provided under "Transitional Compensation for Abused Family Members"?

Reference

MCO P5800.16A, CHAPTER 6, PAR 6006.3(b)

- 02 005 Does MFS inform victims of spousal or intrafamilial abuse by services members to contact the local legal assistance office for additional information on their rights and other benefits that they may be entitled to receive?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.3(c)
- 02 006 Does MFS inform crime victims of State crime compensation funds that may be available to reimburse victims for certain expenses incurred as a result of the crime?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.3(d)
- 03 CMC (PSL)**
- 03 001 Has the CMC (PSL) received a DD Form 2704 for every confinee, including those confined pursuant to a summary court-martial?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.4(a)
- 03 002 Has the CMC (PSL) established a victim and witness notification program in each brig and detention facility?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.4(b)
- 03 003 Has the CMC (PSL) established a prisoner adjunct file to track notification of status changes for each prisoner whose DD Form 2704 indicated that a victim or witness has requested a notification?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.4(c)
- 03 004 Are all DD Form 2704s indicating that a victim or witness does not desire notification on file at the brig where the prisoner is confined?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.4(c)
- 03 005 Are all DD Form 2704s and adjunct files maintained until at least 2 years from the date the prisoner is released from confinement or parole, whichever is later?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.4(c)
- 03 006 Does the corrections database accurately reflect all prisoners enrolled in the notification program?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.4(d)

- 03 007 Does the CMC (PSL) verify compliance with notification requirements prior to directing any prisoner transfer or transport?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.4(e)
- 03 008 Has the CMC (PSL) appropriately directed the termination from the notification program of victims or witnesses that brig personnel are unable to contact after reasonable efforts?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.4(f)
- 03 009 Has the CMC (PSL) appropriately informed brigs of any victim or witness requests received indicating a desire to be terminated from the notification program?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.4(g)
- 03 010 Has the CMC (PSL) reported, via DD Form 2706, by 1 February, the total number of victims and witnesses to whom Marine Corps brig personnel provided notice of prisoner status changes via DD Form 2705, and a cumulative total of each service's prisoners for whom brigs must provide victim or witness notifications?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6007.1(b)

#### **04 Installation Commanders**

- 04 001 Did the installation commander appoint, in writing, by name, title, duty address, and telephone number, a Victim and Witness Liaison Officer (VWLO)?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.5(b)
- 04 002 Has the installation commander ensured that all VWAP representatives onboard the installation have been provided the VWLO's name and phone number?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.5(b)
- 04 003 Has the installation commander ensured close coordination between local VWAP representatives from NCIS, LSSS or law center, military police, commanding officers, medical facilities, MFS, corrections facilities, and chaplains?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.5(a)
- 04 004 Did the installation commander establish a local Victim and Witness Assistance Council with the VWLO designated as the chairperson?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.5(c)

- 04 005 Does the Victim and Witness Assistance Council have, at minimum, a representative of each of the following: PMO, legal, chaplain, and MFS?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.5(c)
- 04 006 Has the installation commander ensured that processes are in place to maintain data on the number of victims and witnesses who received DD forms 2701-2704 under VWAP?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.5(d)
- 04 007 With the assistance of the local MFS, has the installation commander constructed and maintained a directory, containing both military and civilian programs, services, and crime victim compensation funds available within their geographic area?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.5(e)
- 04 008 Has the installation commander, if applicable, entered into any Memoranda of Agreement with civilian agencies to ensure victims and witnesses are provided required services?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.5(e)
- 04 009 Is the installation commander ensuring that victims and witnesses are receiving the information and services required under VWAP?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.5(f)
- 04 010 Has the installation commander ensured that VWAP is included as an item of interest during regular inspections?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.5(g)
- 04 011 Did the installation commander appoint, in writing, by name, title, duty address, and telephone number, a local law enforcement representative to serve as the investigative and law enforcement Victim and Witness Assistance Coordinator (VWAC)?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.5(h)
- 04 012 If a confinement facility is located onboard the installation, did the installation commander appoint, in writing, by name, title, duty address, and telephone number, a confinement facility representative to serve as the corrections VWAC?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.5(i)

- 04 013 Has the installation commander reported, via DD Form 2706, the total number of victims and witnesses who received DD Form 2701?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6007.1(a)
- 04 014 Has the installation commander reported, via DD Form 2706, the total number of victims and witnesses who received DD Form 2702 and DD Form 2703?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6007.1(a)
- 04 015 Has the installation commander reported, via DD Form 2706, the total number of victims and witnesses who elected via DD Form 2704 to be notified of changes in prisoner status?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6007.1(a)
- 05 Unit Commanders, Commanding Officers, and Officers in Charge**
- 05 001 Did each commander (battalion/squadron level and above) appoint, in writing, by name, title, duty address, and duty telephone number, a representative to serve as a VWAC representative?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.6
- 05 002 Did each commander who appointed a VWAC provide a copy of the appointment letter to the VWLO?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.6
- 05 003 In addition to the required reporting of all alleged sexual assaults to the provost Marshal Office, did commanders, in appropriate cases, report all serious incidents of a criminal nature via OPREP-3SIR, with the SJA to CMC included as an addressee on these reports?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.6(a)
- 05 004 Did commanders submit a Discrimination and Sexual Harassment (DASH) report in every instance where a formal complaint of sexual harassment has been filed and a Marine is the complainant or the alleged offender?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.6(b)
- 05 005 For summary courts-martial, where confinement is adjudged and approved, did the commanders coordinate with trial counsel for completion of DD Form 2704?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.6(c)

- 05 006 When necessary to safeguard victims, quell disturbances, and maintain good order and discipline, did the commanders issues Military Protective Orders (MPOs) and, if so, did they do so on DD Form 2873?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.6(d)(1)
- 05 007 In each instance where an MPO has been issued, did the commander retain the original, completed DD 2873 in the service member's record?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.6(d)(2)
- 05 008 In each instance where an MPO has been issued, did the commander, after redacting the personal information of both the service member and the protected person (i.e., home address, home telephone number, social security number, date of birth), provide a signed copy of the DD 2873 to both the service member and the protected person in accordance with the distribution list contained on the form?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.6(d)(2)
- 05 009 Did the commander destroy each original DD Form 2873 maintained in a service member's record 6 months after the MPO expired?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.6(d)(2)

**06 Investigative and Law Enforcement Personnel**

- 06 001 Have law enforcement personnel been instructed on the requirement to treat victims and witnesses of crimes with fairness and respect for their dignity and privacy?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.7(a)(1)
- 06 002 Have law enforcement personnel been instructed on their continuing duty to take reasonable measures to protect victims and witnesses from further threats, harm, and intimidation, make an immediate assessment of the situation, and take action to minimize the threat to victims and witnesses?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.7(a)(2)
- 06 003 Did the individual in charge of the criminal investigation ensure that an Initial Information for Victims and Witnesses of Crime form (DD Form 2701) was completed and provided to victims and witnesses?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.7(a)(3)

- 06 004 For each instance where a DD Form 2701 was provided to a victim or witness of a crime, did the form included the name and telephone number of the investigator, the VWLO, the cognizant command VWAC, and, when appropriate, a number to contact a victim advocate?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.7(a)(3)
- 06 005 Did law enforcement personnel assist victims in contacting the persons responsible for providing the services and relief described in DD Form 2701?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.7(a)(4)
- 06 006 When requested by a victim, did the individual in charge of the investigation keep the victim apprised of the status of the investigation/inquiry to the extent possible to avoid interference with the investigation?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.7(a)(5)
- 06 007 When requested by a victim and/or witness, did the individual in charge of the investigation promptly notify the victim and/or witness when a suspect was apprehended?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.7(a)(6)
- 06 008 Has the individual in charge of the investigation safeguarded the victim's property held as evidence and assisted in returning it as soon as possible?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.7(a)(7)
- 06 009 Has investigative and law enforcement personnel familiarized themselves with the directory of command VWACs maintained by the VWLO, and supplied victims and witnesses with the names and telephone numbers of the appropriate command VWACs?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.7(a)(8)
- 06 010 Did investigative and law enforcement personnel report, no later that 15 January to the VWLO the total number of DD Form 2701s provided to victims and witnesses for the preceding calendar year?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.7(a)(9)

06 011 In each instance where the accused and the victim are both members of the military, did the individual in charge of the investigation provide the identity of the victim to both the accused's VWAC and the victim's VWAC?

Reference

MCO P5800.16A, CHAPTER 6, PAR 6006.7(a)(10)(a)

06 012 In each instance where only the accused is a member of the military, did the individual in charge of the investigation provide the identity of the victim to the accused's VWAC?

Reference

MCO P5800.16A, CHAPTER 6, PAR 6006.7(a)(10)(b)

06 013 In each instance where only the victim is a member of the military, did the individual in charge of the investigation provide the identity of the victim to the victim's VWAC?

Reference

MCO P5800.16A, CHAPTER 6, PAR 6006.7(a)(10)(c)

## **07 LSSS and Law Centers**

07 001 Did the OIC of each LSSS or Law Center appoint, in writing and by name, a representative to the local Victim and Witness Assistance Council and provide a copy of the appointment letter to the VWLO?

Reference

MCO P5800.16A, CHAPTER 6, PAR 6006.8

07 002 In conjunction with their trial counsels, did the OIC of each LSSS or Law Center, maintain data on the number of victims and witnesses provided DD Forms 2702, 2703 and 2704?

Reference

MCO P5800.16A, CHAPTER 6, PAR 6006.8(n).

07 003 Has the OIC of each LSSS or Law Center maintained data on the number of victims and witnesses who received DD Form 2702 and DD Form 2703 and the number of victims and witnesses who elected their rights via DD Form 2704?

Reference

MCO P5800.16A, CHAPTER 6, PAR 6007.1(c)

07 004 By 15 January, did the OIC of each LSSS or Law Center submit to the Local Responsible Official, via the VWLO, DD Form 2706 with the total numbers from DD Forms 2702, 2703, and 2704 provided to victims and witnesses?

Reference

MCO P5800.16A, CHAPTER 6, PAR 6007.1(c)

**08 Trial Counsel**

- 08 001 Once the charges have been preferred, did the trial counsel assigned to the case identify the victims and witnesses and provide each with a Court-Martial Information for Victims and Witnesses of Crime form (DD Form 2702) and determine their elections as to those rights?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.8(a)
- 08 002 Did the trial counsel assigned to the case provide victims and witnesses with information concerning their role in the criminal justice process, including what to expect from the system, what the system expects from them, the stages in the criminal justice process significant to a crime victim or witness, and the proper method for obtaining further information?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.8(a)
- 08 003 When requested by a victim, did trial counsel, at the earliest possible convenience, ensure that the victim was advised of: the pretrial confinement status of the accused, the date charges were referred and the nature of the charges, the acceptance of a pretrial plea agreement, the scheduling of each court proceeding, the findings of the court-martial, the sentence adjudged, and the convening authority's action concerning the court-martial findings and sentence?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.8(b)(1)-(7)
- 08 004 When requested by a witness, did the trial counsel, at the earliest possible convenience, ensure that the witness was advised of: the acceptance of a plea, the findings of the court-martial, the sentence adjudged, and the action of the convening authority as it may affect the sentence?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.8(c)(1)-(4)
- 08 005 Did each trial counsel ensure that victims are informed and aware of their right to act in an advisory capacity in decisions, such as plea-bargaining, involving prosecutorial discretion?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.8(d)
- 08 006 In each instance where a victim has elected to act in an advisory capacity in decisions, such as plea-bargaining, involving prosecutorial discretion, did the trial counsel obtain the victim's views concerning prosecution and plea negotiations and forward those views to the convening authority?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.8(d)

- 08 007 In each instance where a victim or witness is scheduled to attend a criminal justice proceeding, and that proceeding has been rescheduled, did the trial counsel notify each scheduled attendee of any schedule changes that may affect their appearance?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.8(e)
- 08 008 Did the trial counsel ensure, to the extent possible, that during court-martial proceedings, victims and prosecution witnesses were provided with a waiting area that is separated from, and out of sight and hearing of, the accused and any defense witnesses?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.8(f)
- 08 009 Did the trial counsel inform and assist victims and witnesses concerning items of general assistance at trial, such as the availability of services such as transportation, parking, childcare, lodging, and courtroom translators or interpreters?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.8(g)
- 08 010 In each instance where a victim and/or witness has requested, did the trial counsel take reasonable steps to inform that person's employer of the reasons for absence from work due to court-martial?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.8(h)
- 08 011 In each instance where a victim or witness has requested, did the trial counsel contact the creditors of the victim or witness who is subjected to serious financial strain caused by the crime, or by cooperation in the investigation or prosecution of an offense?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.8(i)
- 08 012 When the trial counsel has possession of a victim's property held as evidence, has the trial counsel safeguarded the victim's property and returned it as soon as possible?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.8(j)
- 08 013 Did the trial counsel inform all victims of the right and opportunity to present evidence to the court at sentencing, including a statement concerning the financial, social, psychological, and/or physical impact of the crime and any harm suffered by the victim as a result of the crime?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6006.8(k)
- 08 014 At the conclusion of every court-martial resulting in a conviction, did trial counsel provide victims and witnesses with a Post-Trial Information for Victims and Witnesses form (DD Form 2703) to convey basic information about the post-trial process?

Reference

MCO P5800.16A, CHAPTER 6, PAR 6006.8(l)

- 08 015 At the conclusion of every court-martial resulting in confinement of the accused, including summary courts-martial, did trial counsel prepare a Victim/Witness Certification and Election Concerning Inmate Status form (DD Form 2704)?

Reference

MCO P5800.16A, CHAPTER 6, PAR 6006.8(m)

- 08 016 In each instance where a DD Form 2704 is completed by trial counsel, did the trial counsel ensure that copies of the DD Form 2704 were provided to: the confinement facility, victims/witnesses whose entitlement to receive information has been certified by the trial counsel, and the responsible VWACs?

Reference

MCO P5800.16A, CHAPTER 6, PAR 6006.8(m)(1)-(3)

**09 Staff Judge Advocates (SJA)**

- 09 001 Did the SJA comply with the reporting responsibilities in sexual assault cases as provided in MCO 1752.5?

Reference

MCO P5800.16A, CHAPTER 6, PAR 6006.8(a) [should be 6006.9(a)]

- 09 002 Did the SJA ensure that OPREP-3SIRs are submitted in appropriate cases?

Reference

MCO P5800.16A, CHAPTER 6, PAR 6006.8(b) [should be 6006.9(b)]

**10 Commanding Officers (CO) of Correction Facilities**

- 10 001 Has the CO of the correction facility submitted a report each month to each service central repository concerning the status of their service members confined in Marine Corps facilities?

Reference

MCO P5800.16A, CHAPTER 6, PAR 6007.2

- 10 002 Did each monthly report submitted by the CO of the correction facility contain the following information for each confined individual: name, social security number, date of confinement, whether the confinement is new or a transfer from another facility, date of admittance into the program, number of victims and witnesses for requesting notification for the confined individual, location of the court-martial convening authority, minimum release date, and parole eligibility date?

Reference

MCO P5800.16A, CHAPTER 6, PAR 6007.2(a)-(d) & (h)-(i)

- 10 003 Did each monthly report submitted by the CO of the correction facility contain the following information: number of all victims or witnesses notified (via DD Form 1705 or telephonically) and the reason for notification for each prisoner status change during the month, information regarding unsuccessful attempts to contact a victim or witness who has previously requested notification, copies of any correspondence received from a victim or witness requesting termination from the notification program, and the cumulative total of the service's prisoners for whom the confinement facility must make victim or witness notifications confined as of the last day of the reporting month?

Reference

MCO P5800.16A, CHAPTER 6, PAR 6007.2(e)-(g) & (j)

## **11 Victim and Witness Liaison Officer (VWLO)**

- 11 001 Has the VWLO ensured that each organization (battalion/squadron level and above) assigned to the installation, including tenant commands (battalion/squadron level and above) appointed, in writing and by name, a VWAC?

Reference

MCO P5800.16A, CHAPTER 6, PAR 6010.1(a)

- 11 002 Has the VWLO compiled a directory of all VWAP representatives from PMO, legal, MFS, and all VWACs aboard the installation and ensured that copies of this directory are made available to all VWACs and VWAP representatives?

Reference

MCO P5800.16A, CHAPTER 6, PAR 6010.1(b)

- 11 003 Does the VWLO have a copy the appointment letter for each VWAC as provided by each commander?

Reference

MCO P5800.16A, CHAPTER 6, PAR 6006.6

- 11 004 Has the VWLO conducted and chaired a VWAP council meeting at least quarterly to discuss VWAP-related issues?

Reference

MCO P5800.16A, CHAPTER 6, PAR 6010.1(c)

- 11 005 In conjunction with MFS, has the VWLO compiled and maintained a directory of military and civilian programs and services providing counseling, treatment, and other victim support within the geographic area to the installation?

Reference

MCO P5800.16A, CHAPTER 6, PAR 6010.1(d)

- 11 006 Has the VWLO obtained and distributed relevant information to VWACs, including, where appropriate, VWAP-related training materials and the directory of local programs and services?

Reference

MCO P5800.16A, CHAPTER 6, PAR 6010.1(e)

- 11 007 In coordination with PMO, legal, and MFS, has the VWLO ensured that all victims and witnesses are notified of their rights?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6010.1(f)
- 11 008 In coordination with PMO, has the VWLO ensured that victims are provided the names, titles, duties, addresses, and telephone numbers of the appropriate VWAC involved in their case?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6010.1(g)
- 11 009 Has the VWLO, when appropriate, assisted victims in exercising their rights and obtaining support?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6010.1(h)
- 11 010 Has the VWLO assisted the installation commander in meeting VWAP reporting requirements?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6010.1(i)
- 11 011 Has the VWLO ensured that issues surrounding the sensitive needs of victims of sexual assault are properly addressed in local VWAP council meetings?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6010.1(j)
- 11 012 Has the VWLO ensured that deploying units receive appropriate VWAP training and VWAP material prior to deployment?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6010.1(k)
- 11 013 Has the VWLO ensured that CMC (JAM) is notified when a new VWLO is appointed?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6010.1(l)
- 12 Command Victim and Witness Assistance Coordinators (VWAC)**
- 12 001 Has the VWAC obtained and distributed VWAP materials and, at the discretion of the unit commander, provided VWAP training to the members of the command?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6011.1(a)

- 12 002 In cases involving victims, witnesses, or an accused from different commands, has the VWAC for each command coordinated with the VWACs from the other commands?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6011.1(a)
- 12 003 When the victim and/or witness is a member of the VWAC's command, once the command is aware that one of their members is a victim or witness, did the VWAC ensure that the victim or witness has been advised of applicable rights by providing DD Form 2701 to the victim or witness?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6011.1(b)
- 12 004 When the victim and/or witness is a member of the VWAC's command, did the VWAC coordinate with MFS to ensure that the victim or witness receives, when appropriate, information concerning the availability of resources, including information on compensation programs available to victims of intra-familial abuse offenses when the offender is a service member?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6011.1(b)(1)
- 12 005 When the victim and/or witness is a member of the VWAC's command, did the VWAC assist the victim in obtaining necessary counseling?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6011.1(b)(2)
- 12 006 When the victim and/or witness is a member of the VWAC's command, did the VWAC maintain contact with all VWACs, and other personnel, involved in the victim's or witness' case?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6011.1(b)(3)
- 12 007 When the victim and/or witness is a member of the VWAC's command, did the VWAC assist the victim or witness in the exercise of their rights, except in cases pending judicial action where this function is completed by the trial counsel?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6011.1(b)(4)
- 12 008 When the accused is a member of the VWAC's command, did the VWAC identify any victims or witnesses?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6011.1(c)

- 12 009 When the accused is a member of the VWAC's command, after the VWAC identified any victims or witnesses, did the VWAC notify the appropriate VWACs if the victim or witness is from another command?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6011.1(c)
- 12 010 When the accused is a member of the VWAC's command, did the VWAC notify the victim of the commander's decisions concerning the prosecution, the nature of the charges, and the date charges are preferred, unless this function has been completed by the trial counsel?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6011.1(c)(1)
- 12 011 When the accused is a member of the VWAC's command, did the VWAC solicit and discuss the victim's views regarding appropriate disposition of the charges against the accused, particularly during pretrial plea negotiations, unless this function has been completed by the trial counsel?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6011.1(c)(2)
- 12 012 When the VWAC's command is the Convening Authority, and after charges have been preferred, did the VWAC ensure that victims and witnesses have been provided the necessary notifications under VWAP?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6011.1(d)(1)
- 12 013 When the VWAC's command is the Convening Authority, and after charges have been preferred, did the VWAC coordinate with PMO, legal and the VWACs of the victims or witnesses' command?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6011.1(d)(1)
- 12 014 When the VWAC's command is the Convening Authority, and after charges have been preferred, did the VWAC confirm that the trial counsel assigned to the case has obtained the victim's views concerning plea negotiations and has forwarded that information to the convening authority?  
Reference  
MCO P5800.16A, CHAPTER 6, PAR 6011.1(d)(2)
- 12 015 When the VWAC's command is the Convening Authority, and after charges have been preferred, did the VWAC confirm that the trial counsel has complied with the victim's request to be notified of the date charges are referred and the nature of the charges, acceptance of a pretrial agreement, the court-martial findings concerning guilt, the sentence adjudged, and the convening authority's action on the findings and sentence of the court-martial?  
Reference

MCO P5800.16A, CHAPTER 6, PAR 6011.1(d)(3)(a)-(e)

12 016 Did the VWAC, in instances where the accused is sentenced to confinement, including confinement as a result of summary court-martial, confirm that the trial counsel prepared a DD Form 2704 prior to transporting the accused to the confinement facility?

Reference

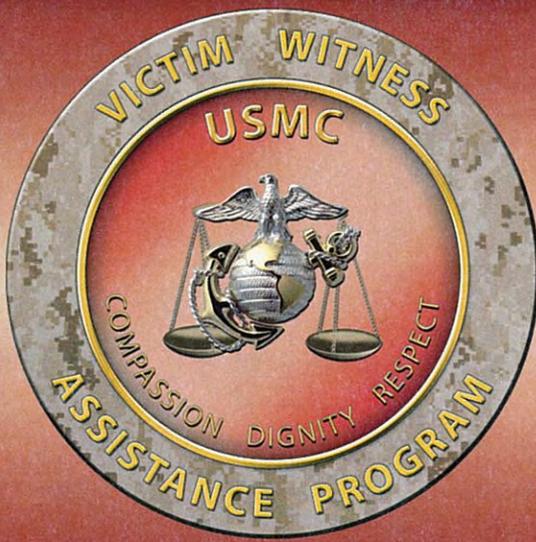
MCO P5800.16A, CHAPTER 6, PAR 6011.1(e)

12 017 In instances of pretrial confinement where the victim or witness has requested notification, did the VWAC notify that victim or witness of changes in the accused's pretrial confinement status, if applicable?

Reference

MCO P5800.16A, CHAPTER 6, PAR 6011.1(f)

# RESOURCES AND REFERRALS



*"TOGETHER WE CAN  
MAKE A DIFFERENCE"*

NATIONAL INFORMATION AND REFERRAL RESOURCES FOR CRIME  
VICTIM/SURVIVOR ASSISTANCE

VICTIM ASSISTANCE, CRIMINAL AND JUVENILE  
JUSTICE RELATED WEB SITES

MILITARY AND CIVILIAN RESOURCES

## National Information and Referral Resources for Crime Victim/Survivor Assistance

AGENCY	TOLL-FREE TELEPHONE NUMBER AND TTY	HOURS OF OPERATION	WEBSITE URL
<b>FEDERAL GOVERNMENT RESOURCES</b>			
Bureau of Indian Affairs Indian Country Child Abuse Hotline	800-633-5155	24/7/365	<a href="http://www.doi.gov/bureau-indian-affairs.html">http://www.doi.gov/bureau-indian-affairs.html</a>
Child Welfare Information Gateway	800-394-3366	Monday – Friday 8:30 am – 5:30 pm EST	<a href="http://www.childwelfare.gov/">http://www.childwelfare.gov/</a>
Federal Trade Commission Identity Theft Hotline	877-ID-THEFT	24/7/365	<a href="http://www.ftc.gov/bcp/edu/microsites/idtheft/">http://www.ftc.gov/bcp/edu/microsites/idtheft/</a>
National Clearinghouse for Alcohol and Drug Information	800-729-6686 TDD Hotline 800-487-4889 Español 877-767-8432	24/7/365	<a href="http://ncadi.samhsa.gov/">http://ncadi.samhsa.gov/</a>
National Criminal Justice Reference Service (Office for Victims of Crime, Justice Statistics Clearinghouse, and Juvenile Justice Clearinghouse)	800-851-3420 TTY 877-712-9279	Monday – Friday 10 am – 6:00 pm EST	<a href="http://www.ncjrs.gov">www.ncjrs.gov</a>
Office for Victims of Crime Training and Technical Assistance Center	866-OVC-TTAC TTY 866-682-8880	Monday – Friday 8:30 am – 5:00 pm EST	<a href="http://www.ovcttac.org">www.ovcttac.org</a>
<b>INTERNATIONAL AND NATIONAL NON-PROFIT ORGANIZATIONS' VICTIM ASSISTANCE</b>			
American Domestic Violence Crisis Line (for American citizens victimized abroad)	1-866-USWOMEN	Monday – Friday 9:00 a.m. to 11:00 p.m., PST	<a href="http://www.866uswomen.org">www.866uswomen.org</a>
APPRISS (provider of the VINE and SAVIN services)	800-816-0491 TTY 866-847-1298	24/7/365	<a href="http://www.appriss.com">www.appriss.com</a>
Battered Women's Justice Project	800-903-0111	Monday – Friday 8:30 am – 4:30 pm CST	<a href="http://www.bjwp.org">www.bjwp.org</a>
Childhelp USA National Hotline	800-4-A-CHILD TDD 800-2-A-CHILD	24/7/365	<a href="http://www.childhelp.org">www.childhelp.org</a>
Health Resource Center on Domestic Violence	888-792-2873	Monday – Friday 9:00 am – 5:00 pm PST	<a href="http://www.endabuse.org">www.endabuse.org</a>
Mothers Against Drunk Driving (general)	800-GET-MADD	Monday – Friday 8:00 am – 5:00 pm CST	<a href="http://www.madd.org">www.madd.org</a>

MADD Victim/Survivor Helpline	877-MADD-HELP (877-623-3435)	24/7/365 English and Spanish	<a href="http://www.madd.org">www.madd.org</a>
National Center for Missing and Exploited Children	800-843-5678 TDD 800-826-7653	24/7/365	<a href="http://www.missingkids.com">www.missingkids.com</a>
National Center for Victims of Crime	800-FYI-CALL TTY 800-211-7996	Monday – Friday 8:30 am – 8:30 pm EST	<a href="http://www.ncvc.org">www.ncvc.org</a>
National Children’s Alliance	800-239-9950	Monday – Friday 9:00 am – 5:00 pm EST	<a href="http://www.nca-online.org">http://www.nca-online.org</a>
National Crime Prevention Council	800-NCPC-911	Monday – Friday 8:00 am – 4:30 pm EST	<a href="http://www.ncpc.org">www.ncpc.org</a>
National Domestic Violence Hotline	800-799-SAFE TTY Hotline 800-787-3224	24/7/365	<a href="http://www.ndvh.org/help/index.html">http://www.ndvh.org/help/index.html</a>
National Organization for Victim Assistance	800-TRY-NOVA	24/7/365	<a href="http://www.trynova.org">www.trynova.org</a>
National Organization of Parents Of Murdered Children, Inc.	888-818-POMC	Monday – Friday 8:00 am – 5:00 pm EST	<a href="http://www.pomc.com">www.pomc.com</a>
National Resource Center on Domestic Violence	800-537-2238 TTY Hotline 800-553-2508	Monday – Friday 8:00 am – 5:00 pm EST	<a href="http://www.nrcdv.org/">http://www.nrcdv.org/</a>
National Resource Center to End Violence Against Native Women	877-733-7623	Monday – Friday 8:00 am – 5:00 pm CST	<a href="http://www.sacred-circle.com/">http://www.sacred-circle.com/</a>
National Sexual Violence Resource Center	877-739-3895 TTY 717-909-0715	Monday, Thursday, Friday 9:00 am – 5:00 pm EST Tuesday and Wednesday 9:00 am – 8:00 pm EST	<a href="http://www.nsvrc.org/">http://www.nsvrc.org/</a>
National Teen Dating Abuse Helpline	866-331-9474 TTY 866-331-8453	24/7/365	<a href="http://www.loveisrespect.org">www.loveisrespect.org</a>
Rape, Abuse & Incest National Network	800-656-HOPE	24/7/365	<a href="http://www.rainn.org">www.rainn.org</a>
Resource Center on Child Custody Protection	800-527-3223	Monday – Friday 8:00 am – 5:00 pm PST	<a href="http://www.ncjfcj.org">http://www.ncjfcj.org</a>

## Victim Assistance, Criminal and Juvenile Justice-related Web Sites

### Federal Agencies/Resources

Bureau of Justice Assistance	<a href="http://www.ojp.usdoj.gov/BJA">www.ojp.usdoj.gov/BJA</a>
Bureau of Justice Statistics	<a href="http://www.ojp.usdoj.gov/bjs">www.ojp.usdoj.gov/bjs</a>
Center for Substance Abuse Prevention	<a href="http://prevention.samhsa.gov">http://prevention.samhsa.gov</a>
Center for Substance Abuse Treatment	<a href="http://csat.samhsa.gov">http://csat.samhsa.gov</a>
Centers for Disease Control and Prevention	<a href="http://www.cdc.gov">www.cdc.gov</a>
Federal Bureau of Investigation	<a href="http://www.fbi.gov">www.fbi.gov</a>
Uniform Crime Reports	<a href="http://www.fbi.gov/ucr/ucr.htm">www.fbi.gov/ucr/ucr.htm</a>
Federal Judicial Center	<a href="http://www.fjc.gov">www.fjc.gov</a>
FirstGov	<a href="http://www.firstgov.gov">www.firstgov.gov</a>
National Archive of Criminal Justice Data	<a href="http://www.icpsr.umich.edu/NACJD/index.html">www.icpsr.umich.edu/NACJD/index.html</a>
National Clearinghouse for Alcohol and Drug Information	<a href="http://www.ncadi.samhsa.gov/">http://www.ncadi.samhsa.gov/</a>
National Criminal Justice Reference Service	<a href="http://www.ncjrs.org">www.ncjrs.org</a>
National Highway Traffic Safety Administration	<a href="http://www.nhtsa.dot.gov">www.nhtsa.dot.gov</a>
National Institute of Corrections	<a href="http://www.nicic.org">www.nicic.org</a>
National Institute of Justice	<a href="http://www.ojp.usdoj.gov/nij">www.ojp.usdoj.gov/nij</a>
National Institute on Alcohol Abuse and Alcoholism	<a href="http://www.niaaa.nih.gov">www.niaaa.nih.gov</a>
National Institute on Drug Abuse	<a href="http://www.drugabuse.gov">www.drugabuse.gov</a>
National Sex Offender Registry	<a href="http://www.nsopr.gov/">http://www.nsopr.gov/</a>
Office for Victims of Crime (OVC)	<a href="http://www.ovc.gov">www.ovc.gov</a>
Office of Community Oriented Policing Services (COPS)	<a href="http://www.cops.usdoj.gov">www.cops.usdoj.gov</a>
Office of Justice Programs	<a href="http://www.ojp.usdoj.gov">www.ojp.usdoj.gov</a>
Office of Juvenile Justice and Delinquency Prevention	<a href="http://www.ojjdp.ncjrs.org">www.ojjdp.ncjrs.org</a>
Office of National Drug Control Policy	<a href="http://www.whitehousedrugpolicy.gov">www.whitehousedrugpolicy.gov</a>
Office on Violence Against Women	<a href="http://www.usdoj.gov/ovw/">www.usdoj.gov/ovw/</a>
Supreme Court of the United States	<a href="http://www.supremecourtus.gov">www.supremecourtus.gov</a>
THOMAS: Federal Legislation	<a href="http://thomas.loc.gov">http://thomas.loc.gov</a>
U.S. Department of Education, Higher Education Center for Alcohol and Other Drug Prevention	<a href="http://www.edc.org/hec">www.edc.org/hec</a>
U.S. Department of Education, Office of Safe and Drug-Free Schools	<a href="http://www.ed.gov/about/offices/list/osdfs">www.ed.gov/about/offices/list/osdfs</a>
U.S. Department of Health and Human Services, Grantsnet	<a href="http://www.hhs.gov/grantsnet">www.hhs.gov/grantsnet</a>
U.S. Department of Health and Human Services, Grants Information	<a href="http://www.hhs.gov/grants/index.shtml">www.hhs.gov/grants/index.shtml</a>
U.S. Department of Health and Human Services, HRSA Funding Opportunities	<a href="http://www.hrsa.gov/grants/default.htm">www.hrsa.gov/grants/default.htm</a>
U.S. Department of Justice	<a href="http://www.usdoj.gov">www.usdoj.gov</a>
U.S. Department of State, Bureau of Consular Affairs, Overseas Citizens Services Victim Assistance	<a href="http://travel.state.gov/travel/tips/emergencies/emergencies_1748.html">http://travel.state.gov/travel/tips/emergencies/emergencies_1748.html</a>
U.S. Department of Veterans Affairs, National Center on PTSD	<a href="http://www.ncptsd.org">www.ncptsd.org</a>
U.S. House of Representatives Victims' Rights Caucus	<a href="http://www.house.gov/poe/vrc/index.htm">http://www.house.gov/poe/vrc/index.htm</a>
U.S. Parole Commission	<a href="http://www.usdoj.gov/uspc">www.usdoj.gov/uspc</a>

## National Victim-Related Organizations

American Bar Association	
Center on Children and the Law	<a href="http://www.abanet.org/child">www.abanet.org/child</a>
Commission on Domestic Violence	<a href="http://www.abanet.org/domviol">www.abanet.org/domviol</a>
Commission on Law and Aging	<a href="http://www.abanet.org/aging">www.abanet.org/aging</a>
American Humane Association	<a href="http://www.americanhumane.org">www.americanhumane.org</a>
American Professional Society on the Abuse of Children	
Anti-Defamation League	<a href="http://www.apsac.org">www.apsac.org</a>
Asian Task Force Against Domestic Violence	<a href="http://www.adl.org">www.adl.org</a>
Battered Women's Justice Project	<a href="http://www.atask.org">www.atask.org</a>
Child Abuse Prevention Network	<a href="http://www.bwjp.org">www.bwjp.org</a>
Childhelp USA	<a href="http://child-abuse.com">http://child-abuse.com</a>
Child Quest International	<a href="http://www.childhelpusa.org">www.childhelpusa.org</a>
Child Welfare League of America	<a href="http://www.childquest.org">www.childquest.org</a>
Concerns of Police Survivors (COPS)	<a href="http://www.cwla.org">www.cwla.org</a>
Family Violence & Sexual Assault Institute	<a href="http://www.nationalcops.org">www.nationalcops.org</a>
Family Violence Prevention Fund	<a href="http://www.fvsai.org">www.fvsai.org</a>
Institute on Domestic Violence in the African American Community	<a href="http://endabuse.org">http://endabuse.org</a>
Justice Solutions	<a href="http://www.dvinstitute.org">www.dvinstitute.org</a>
Mothers Against Drunk Driving	<a href="http://www.justicesolutions.org">www.justicesolutions.org</a>
National Alliance to End Sexual Violence	<a href="http://www.madd.org">www.madd.org</a>
National Association of Crime Victim Compensation Boards	<a href="http://www.naesv.org">www.naesv.org</a>
National Association of Social Workers	
National Association of VOCA Assistance Administrators	<a href="http://www.nacvcb.org">www.nacvcb.org</a>
National Center for Missing & Exploited Children	<a href="http://www.naswdc.org">www.naswdc.org</a>
National Center for Victims of Crime	
National Center on Elder Abuse	<a href="http://www.navaa.org">www.navaa.org</a>
National Children's Alliance	<a href="http://www.missingkids.com">www.missingkids.com</a>
National Clearinghouse on Child Abuse and Neglect Information	<a href="http://www.ncvc.org">www.ncvc.org</a>
National Coalition Against Domestic Violence	<a href="http://www.elderabusecenter.org">www.elderabusecenter.org</a>
National Coalition of Homicide Survivors	<a href="http://www.nca-online.org">www.nca-online.org</a>
National Court Appointed Special Advocates (CASA) Association	
National Crime Victim Law Institute (NCVLI)	<a href="http://nccanch.acf.hhs.gov">http://nccanch.acf.hhs.gov</a>
National Crime Victims Research and Treatment Center	<a href="http://www.ncadv.org">www.ncadv.org</a>
National Fraud Information Center	<a href="http://www.mivictims.org/nchs">www.mivictims.org/nchs</a>
National Insurance Crime Bureau	
National MultiCultural Institute	<a href="http://www.nationalcasa.org">www.nationalcasa.org</a>
National Network to End Domestic Violence	<a href="http://www.lclark.edu/org/ncvli/">http://www.lclark.edu/org/ncvli/</a>
National Organization Against Male Sexual Victimization	<a href="http://www.musc.edu/cvc">www.musc.edu/cvc</a>
National Organization for Victim Assistance	<a href="http://www.fraud.org">www.fraud.org</a>
National Organization of Parents Of Murdered Children, Inc.	<a href="http://www.nicb.org">www.nicb.org</a>
National Resource Center on Domestic Violence	<a href="http://www.nmci.org">www.nmci.org</a>
National School Safety Center	<a href="http://www.nnedv.org">www.nnedv.org</a>
National Sexual Violence Resource Center	
National Victim Assistance Academy (OVC)	<a href="http://www.malesurvivor.org">www.malesurvivor.org</a>
National Victim Assistance Academy (VALOR)	<a href="http://www.trynova.org">www.trynova.org</a>
	<a href="http://www.pomc.com">www.pomc.com</a>
	<a href="http://www.nrcdv.org">www.nrcdv.org</a>
	<a href="http://www.nssc1.org">www.nssc1.org</a>
	<a href="http://www.nsvrc.org">www.nsvrc.org</a>
	<a href="http://www.ojp.usdoj.gov/ovc/assist/vaa.htm">www.ojp.usdoj.gov/ovc/assist/vaa.htm</a>
	<a href="http://www.nvaa.org">www.nvaa.org</a>

National Victims' Rights Constitutional Amendment Network	<a href="http://www.nvcan.org">www.nvcan.org</a>
National Violence Against Women Prevention Research Center	<a href="http://www.vawprevention.org">www.vawprevention.org</a>
Parents for Megan's Law	<a href="http://www.parentsformeganslaw.com">www.parentsformeganslaw.com</a>
Prevent Child Abuse America	<a href="http://www.preventchildabuse.org">www.preventchildabuse.org</a>
Rape, Abuse & Incest National Network	<a href="http://www.rainn.org">www.rainn.org</a>
Safe Campuses Now	<a href="http://www.safecampusesnow.org">www.safecampusesnow.org</a>
Safe NOW Project, Inc.	<a href="http://safenowproject.org">http://safenowproject.org</a>
Security on Campus, Inc.	<a href="http://www.securityoncampus.org">www.securityoncampus.org</a>
Stalking Resource Center	<a href="http://www.ncvc.org/src">www.ncvc.org/src</a>
Victims' Assistance Legal Organization (VALOR)	<a href="http://www.valor-national.org">www.valor-national.org</a>
Voices for America's Children	<a href="http://www.childadvocacy.org">www.childadvocacy.org</a>
Witness Justice	<a href="http://www.witnessjustice.org">www.witnessjustice.org</a>

### **National Criminal and Juvenile Justice- and Public Policy-Related Associations**

American Center for Law and Justice	<a href="http://www.aclj.org">www.aclj.org</a>
American Correctional Association	<a href="http://www.aca.org">www.aca.org</a>
American Correctional Health Services Association	<a href="http://www.corrections.com/achsa">www.corrections.com/achsa</a>
American Council for Drug Education	<a href="http://www.acde.org">www.acde.org</a>
American Jail Association	<a href="http://www.corrections.com/aja">www.corrections.com/aja</a>
American Judges Association	<a href="http://aja.ncsc.dni.us">http://aja.ncsc.dni.us</a>
American Probation and Parole Association	<a href="http://www.appa-net.org">www.appa-net.org</a>
Association of Paroling Authorities International	<a href="http://www.apaintl.org">www.apaintl.org</a>
Association for Conflict Resolution	<a href="http://www.acrnet.org">www.acrnet.org</a>
American Youth Policy Forum	<a href="http://www.aypf.org">www.aypf.org</a>
Association of State Correctional Administrators	<a href="http://www.asca.net">www.asca.net</a>
Balanced and Restorative Justice Project	<a href="http://www.barjproject.org">www.barjproject.org</a>
Center for Restorative Justice & Peacemaking	<a href="http://ssw.che.umn.edu/rjp">http://ssw.che.umn.edu/rjp</a>
Center for Sex Offender Management	<a href="http://www.csom.org">www.csom.org</a>
Center on Juvenile & Criminal Justice	<a href="http://www.cjcj.org">www.cjcj.org</a>
Coalition for Juvenile Justice	<a href="http://www.juvjustice.org">www.juvjustice.org</a>
Community Anti-Drug Coalition Institute	<a href="http://cadca.org">http://cadca.org</a>
Community Justice Exchange	<a href="http://www.communityjustice.org">www.communityjustice.org</a>
Community Policing Consortium	<a href="http://www.communitypolicing.org">www.communitypolicing.org</a>
Correctional Education Association	<a href="http://www.ceanational.org">www.ceanational.org</a>
Council of State Governments	<a href="http://www.csg.org">www.csg.org</a>
Governors Highway Safety Association	<a href="http://www.ghsa.org">www.ghsa.org</a>
Higher Education Center for Alcohol and Other Drug Prevention	<a href="http://www.edc.org/hec">www.edc.org/hec</a>
Institute for Law and Justice	<a href="http://www.ilj.org">www.ilj.org</a>
International Association of Campus Law Enforcement Administrators	<a href="http://www.iaclea.org">www.iaclea.org</a>
International Association of Chiefs of Police	<a href="http://www.theiacp.org">www.theiacp.org</a>
International Association of Reentry	<a href="http://www.reentry.cc/">http://www.reentry.cc/</a>
Join Together	<a href="http://www.jointogether.org">www.jointogether.org</a>
National Association for Community Mediation	<a href="http://www.nafcm.org">www.nafcm.org</a>
National Association for Native American Children of Alcoholics	<a href="http://www.whitebison.org/nanacoa">www.whitebison.org/nanacoa</a>
National Association of Attorneys General	<a href="http://www.naag.org">www.naag.org</a>
National Association of Counties	<a href="http://www.naco.org">www.naco.org</a>
National Association of Court Management	<a href="http://www.nacmnet.org">www.nacmnet.org</a>
National Association of Drug Court Professionals	<a href="http://www.nadcp.org">www.nadcp.org</a>

National Association of Police Organizations	<a href="http://www.napo.org">www.napo.org</a>
National Association of State Alcohol & Drug Abuse Directors	<a href="http://www.nasadad.org">www.nasadad.org</a>
National Association of State Judicial Educators	<a href="http://nasje.unm.edu">http://nasje.unm.edu</a>
National Association of Women Judges	<a href="http://www.nawj.org">www.nawj.org</a>
National Center on Addiction and Substance Abuse	<a href="http://www.casacolumbia.org">www.casacolumbia.org</a>
National Center for Neighborhood Enterprise	<a href="http://www.ncne.com">www.ncne.com</a>
National Center for State Courts	<a href="http://www.ncsconline.org">www.ncsconline.org</a>
National Conference of State Legislatures	<a href="http://www.ncsl.org">www.ncsl.org</a>
National Consortium for Justice Information and Statistics	<a href="http://www.search.org">www.search.org</a>
National Council of Juvenile and Family Court Judges	<a href="http://www.ncjfcj.org">www.ncjfcj.org</a>
National Criminal Justice Association	<a href="http://www.ncja.org">www.ncja.org</a>
National District Attorneys Association	<a href="http://www.ndaa-apri.org">www.ndaa-apri.org</a>
National Governors Association	<a href="http://www.nga.org">www.nga.org</a>
National Indian Justice Center	<a href="http://www.nijc.indian.com">www.nijc.indian.com</a>
National Judicial College	<a href="http://www.judges.org">www.judges.org</a>
National Juvenile Detention Association	<a href="http://www.njda.com">www.njda.com</a>
National Law Enforcement and Corrections Technology Center	<a href="http://www.nlectc.org">www.nlectc.org</a>
National League of Cities	<a href="http://www.nlc.org">www.nlc.org</a>
National Mental Health Association	<a href="http://www.nmha.org">www.nmha.org</a>
National Organization of Black Law Enforcement Executives	<a href="http://www.noblenatl.org">www.noblenatl.org</a>
National Sheriffs' Association	<a href="http://www.sheriffs.org">www.sheriffs.org</a>
Partnership for a Drug-Free America	<a href="http://www.drugfreeamerica.org">www.drugfreeamerica.org</a>
Police Executive Research Forum	<a href="http://www.policeforum.org">www.policeforum.org</a>
Police Foundation	<a href="http://www.policefoundation.org">www.policefoundation.org</a>
Restorative Justice Online	<a href="http://www.restorativejustice.org">www.restorativejustice.org</a>
Restorative Justice Project	<a href="http://www.fresno.edu/pacs/rjp">www.fresno.edu/pacs/rjp</a>
Southern Poverty Law Center	<a href="http://www.splcenter.org">www.splcenter.org</a>
State Justice Institute	<a href="http://www.statejustice.org">www.statejustice.org</a>
Victim Offender Mediation Association	<a href="http://www.voma.org">www.voma.org</a>

### State Crime Victim Compensation Programs

Alabama	<a href="http://www.acvcc.state.al.us">www.acvcc.state.al.us</a>
Alaska	<a href="http://www.state.ak.us/admin/vccb">www.state.ak.us/admin/vccb</a>
Arizona	<a href="http://www.acjc.state.az.us">www.acjc.state.az.us</a>
Arkansas	<a href="http://www.ag.state.ar.us/outreach/cvictims/outreach4.htm">www.ag.state.ar.us/outreach/cvictims/outreach4.htm</a>
California	<a href="http://www.boc.ca.gov/Victims.htm">http://www.boc.ca.gov/Victims.htm</a>
Colorado	<a href="http://dcj.state.co.us/ovp/comp_english.htm">http://dcj.state.co.us/ovp/comp_english.htm</a>
Connecticut	<a href="http://www.jud.ct.gov/crimevictim/">http://www.jud.ct.gov/crimevictim/</a>
Delaware	<a href="http://courts.delaware.gov/vccb/">http://courts.delaware.gov/vccb/</a>
District of Columbia	<a href="http://www.dccourts.gov/dccourts/superior/cvcp.jsp">www.dccourts.gov/dccourts/superior/cvcp.jsp</a>
Florida	<a href="http://www.myfloridalegal.com/victims">www.myfloridalegal.com/victims</a>
Georgia	<a href="http://www.ganet.org/cjcc/victimscmp.html">www.ganet.org/cjcc/victimscmp.html</a>
Hawaii	<a href="http://www.hawaii.gov/cvcc/">http://www.hawaii.gov/cvcc/</a>
Idaho	<a href="http://www2.state.id.us/iic/crimevictims.htm">www2.state.id.us/iic/crimevictims.htm</a>
Illinois	<a href="http://www.ag.state.il.us/victims/victimcomp.html">www.ag.state.il.us/victims/victimcomp.html</a>
Indiana	<a href="http://www.state.in.us/cji/victim/comp.html">www.state.in.us/cji/victim/comp.html</a>
Iowa	<a href="http://www.state.ia.us/government/ag/CVAD/compensation.html">http://www.state.ia.us/government/ag/CVAD/compensation.html</a>
Kansas	<a href="http://www.ksag.org/Crime/victims_comp_program.htm">http://www.ksag.org/Crime/victims_comp_program.htm</a>

Kentucky	<a href="http://cvcb.ppr.ky.gov">http://cvcb.ppr.ky.gov</a>
Louisiana	<a href="http://www.cole.state.la.us/cvr.htm">www.cole.state.la.us/cvr.htm</a>
Maine	<a href="http://www.state.me.us/ag/index.php?r=crimeandvictims&amp;s=victimscompensation">http://www.state.me.us/ag/index.php?r=crimeandvictims&amp;s=victimscompensation</a>
Maryland	<a href="http://www.dpscs.state.md.us/victimservs/vs_cicb.shtml">http://www.dpscs.state.md.us/victimservs/vs_cicb.shtml</a>
Massachusetts	<a href="http://www.ago.state.ma.us/sp.cfm?pageid=1037">www.ago.state.ma.us/sp.cfm?pageid=1037</a>
Michigan	<a href="http://www.michigan.gov/mdch/0,1607,7-132-2940_3184---,00.html">www.michigan.gov/mdch/0,1607,7-132-2940_3184---,00.html</a>
Minnesota	<a href="http://www.ojp.state.mn.us/MCCVS/FinancialHelp">www.ojp.state.mn.us/MCCVS/FinancialHelp</a>
Mississippi	<a href="http://www.ago.state.ms.us/divisions/crime_victim/cvcp.php">http://www.ago.state.ms.us/divisions/crime_victim/cvcp.php</a>
Missouri	<a href="http://www.dolir.state.mo.us/wc/cv_help.htm">www.dolir.state.mo.us/wc/cv_help.htm</a>
Montana	<a href="http://www.doj.state.mt.us/victims/default.asp">www.doj.state.mt.us/victims/default.asp</a>
Nebraska	<a href="http://www.ncc.state.ne.us/services_programs/crime_victim_reparations.htm">http://www.ncc.state.ne.us/services_programs/crime_victim_reparations.htm</a>
Nevada	<a href="http://hearings.state.nv.us/Victims.htm">http://hearings.state.nv.us/Victims.htm</a>
New Hampshire	<a href="http://doj.nh.gov/victim/compensation.html">http://doj.nh.gov/victim/compensation.html</a>
New Jersey	<a href="http://www.state.nj.us/victims">www.state.nj.us/victims</a>
New Mexico	<a href="http://www.state.nm.us/cvrc">www.state.nm.us/cvrc</a>
New York	<a href="http://www.cvb.state.ny.us">www.cvb.state.ny.us</a>
North Carolina	<a href="http://www.nccrimecontrol.org/vjs">www.nccrimecontrol.org/vjs</a>
North Dakota	<a href="http://www.state.nd.us/docr/parole/victim_comp.htm">www.state.nd.us/docr/parole/victim_comp.htm</a>
Ohio	<a href="http://www.ag.state.oh.us/web_applications/CVOnlineApplication/CVOnlineApplication_Local/src/CVOnlineStart.htm">http://www.ag.state.oh.us/web_applications/CVOnlineApplication/CVOnlineApplication_Local/src/CVOnlineStart.htm</a>
Oklahoma	<a href="http://www.dac.state.ok.us/victim/victimcomp.asp?A=5&amp;B=4">http://www.dac.state.ok.us/victim/victimcomp.asp?A=5&amp;B=4</a>
Oregon	<a href="http://www.doj.state.or.us/CrimeV/comp.htm">http://www.doj.state.or.us/CrimeV/comp.htm</a>
Pennsylvania	<a href="http://www.pccd.state.pa.us/pccd/cwp/view.asp?a=3&amp;Q=571196">http://www.pccd.state.pa.us/pccd/cwp/view.asp?a=3&amp;Q=571196</a>
Rhode Island	<a href="http://www.treasury.state.ri.us/vcfund.htm">http://www.treasury.state.ri.us/vcfund.htm</a>
South Carolina	<a href="http://www.govoepp.state.sc.us/sova/vcfund.htm">www.govoepp.state.sc.us/sova/vcfund.htm</a>
South Dakota	<a href="http://www.state.sd.us/social/cvc/index.htm">www.state.sd.us/social/cvc/index.htm</a>
Tennessee	<a href="http://www.treasury.state.tn.us/injury.htm">www.treasury.state.tn.us/injury.htm</a>
Texas	<a href="http://www.oag.state.tx.us/victims/cvc.shtml">www.oag.state.tx.us/victims/cvc.shtml</a>
Utah	<a href="http://www.crimevictim.utah.gov">www.crimevictim.utah.gov</a>
Vermont	<a href="http://www.ccvs.state.vt.us/victcomp.html">www.ccvs.state.vt.us/victcomp.html</a>
Virginia	<a href="http://www.vvc.state.va.us/cicf/crime_intro.htm">www.vvc.state.va.us/cicf/crime_intro.htm</a>
Washington	<a href="http://www.lni.wa.gov/ClaimsInsurance/CrimeVictims/default.asp">www.lni.wa.gov/ClaimsInsurance/CrimeVictims/default.asp</a>
West Virginia	<a href="http://www.legis.state.wv.us/Joint/victims/main.cfm">http://www.legis.state.wv.us/Joint/victims/main.cfm</a>
Wisconsin	<a href="http://www.doj.state.wi.us/cvs">www.doj.state.wi.us/cvs</a>
Wyoming	<a href="http://vssi.state.wy.us/cvcHome.asp?heading=Crime%20Victim%20Compensation">http://vssi.state.wy.us/cvcHome.asp?heading=Crime%20Victim%20Compensation</a>

### State VOCA Victim Assistance Agencies

Alabama	<a href="http://www.adeca.alabama.gov/txtlstvw.aspx?LstID=fecdc850-4814-4244-be5d-20c343062225">http://www.adeca.alabama.gov/txtlstvw.aspx?LstID=fecdc850-4814-4244-be5d-20c343062225</a>
Alaska	<a href="http://www.dps.state.ak.us/Cdvsa">www.dps.state.ak.us/Cdvsa</a>
Arizona	<a href="http://www.azvictims.com">www.azvictims.com</a>
Arkansas	<a href="http://www.arkansas.gov/dfa/igs/igs_voca.html">http://www.arkansas.gov/dfa/igs/igs_voca.html</a>
California	<a href="http://www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm">http://www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm</a>
Colorado	<a href="http://dcj.state.co.us/ovp/ovp.htm">http://dcj.state.co.us/ovp/ovp.htm</a>
Connecticut	<a href="http://www.jud.ct.gov/crimevictim/">http://www.jud.ct.gov/crimevictim/</a>
Delaware	<a href="http://www.state.de.us/cjc/victim.shtml">http://www.state.de.us/cjc/victim.shtml</a>
District of Columbia	<a href="http://dc.gov/agencies/detail.asp?id=1026">http://dc.gov/agencies/detail.asp?id=1026</a>
Florida	<a href="http://myfloridalegal.com/victims">http://myfloridalegal.com/victims</a>
Georgia	<a href="http://www.ganet.org/cjcc/voca.html">www.ganet.org/cjcc/voca.html</a>

Hawaii	<a href="http://www.cpja.ag.state.hi.us/gr/index.shtml">www.cpja.ag.state.hi.us/gr/index.shtml</a>
Idaho	<a href="http://www2.state.id.us/crimevictim">www2.state.id.us/crimevictim</a>
Illinois	<a href="http://www.icjia.org/public/index.cfm?metaSection=Grants&amp;metaPage=ICJIAGrants">www.icjia.org/public/index.cfm?metaSection=Grants&amp;metaPage=ICJIAGrants</a>
Indiana	<a href="http://www.in.gov/cji/victim/">www.in.gov/cji/victim/</a>
Iowa	<a href="http://www.state.ia.us/government/ag/CVAD/services.html">http://www.state.ia.us/government/ag/CVAD/services.html</a>
Kansas	<a href="http://www.ksgovernor.org/grants_vocapp.html">www.ksgovernor.org/grants_vocapp.html</a>
Kentucky	<a href="http://www.justice.ky.gov">www.justice.ky.gov</a>
Louisiana	<a href="http://www.cole.state.la.us">www.cole.state.la.us</a>
Maine	<a href="http://www.state.me.us/dhs">www.state.me.us/dhs</a>
Maryland	<a href="http://www.dhr.state.md.us/victim">www.dhr.state.md.us/victim</a>
Massachusetts	<a href="http://www.state.ma.us/mova">www.state.ma.us/mova</a>
Michigan	<a href="http://www.michigan.gov/mdch/0,1607,7-132-2940_3184---,00.html">www.michigan.gov/mdch/0,1607,7-132-2940_3184---,00.html</a>
Minnesota	<a href="http://www.ojp.state.mn.us/grants/crime_victim_grants/index.htm">www.ojp.state.mn.us/grants/crime_victim_grants/index.htm</a>
Mississippi	<a href="http://www.dps.state.ms.us/dps/dps.nsf/divpages/ps2ojp?OpenDocument">www.dps.state.ms.us/dps/dps.nsf/divpages/ps2ojp?OpenDocument</a>
Missouri	<a href="http://www.dps.state.mo.us/dps/DPS2002/victimservices/victimservices.htm">www.dps.state.mo.us/dps/DPS2002/victimservices/victimservices.htm</a>
Montana	<a href="http://www.bccdoj.doj.state.mt.us">http://www.bccdoj.doj.state.mt.us</a>
Nebraska	<a href="http://www.ncc.state.ne.us/">http://www.ncc.state.ne.us/</a>
Nevada (Dept. of Human Resources)	<a href="http://www.hr.state.nv.us/">http://www.hr.state.nv.us/</a>
New Hampshire	<a href="http://www.doj.nh.gov/grants/application.html">www.doj.nh.gov/grants/application.html</a>
New Jersey	<a href="http://www.state.nj.us/lps/dcj/victimwitness/home.htm">www.state.nj.us/lps/dcj/victimwitness/home.htm</a>
New Mexico	<a href="http://www.state.nm.us/cvrc/voca.html">www.state.nm.us/cvrc/voca.html</a>
New York	<a href="http://www.cvb.state.ny.us/grants.htm">www.cvb.state.ny.us/grants.htm</a>
North Carolina	<a href="http://www.gcc.state.nc.us/ForPreApp/victims.htm">www.gcc.state.nc.us/ForPreApp/victims.htm</a>
North Dakota	<a href="http://www.state.nd.us/docr/parole/voca_grant.htm">www.state.nd.us/docr/parole/voca_grant.htm</a>
Ohio	<a href="http://www.ag.state.oh.us/sections/crime_victims_services/assistance_program.htm">www.ag.state.oh.us/sections/crime_victims_services/assistance_program.htm</a>
Oklahoma	<a href="http://www.dac.state.ok.us/victim/">http://www.dac.state.ok.us/victim/</a>
Oregon	<a href="http://www.doj.state.or.us/CrimeV/voca_publications.htm">http://www.doj.state.or.us/CrimeV/voca_publications.htm</a>
Pennsylvania	<a href="http://www.pccd.state.pa.us/pccd/cwp/view.asp?a=3&amp;Q=571196">www.pccd.state.pa.us/pccd/cwp/view.asp?a=3&amp;Q=571196</a>
Rhode Island	<a href="http://www.rijustice.state.ri.us/voca">www.rijustice.state.ri.us/voca</a>
South Carolina	<a href="http://www.scdps.org/ojp/voca/voca_grant.html">www.scdps.org/ojp/voca/voca_grant.html</a>
South Dakota	<a href="http://www.state.sd.us/social/ASA/index.htm">http://www.state.sd.us/social/ASA/index.htm</a>
Tennessee	<a href="http://www.state.tn.us/finance/rds/ocjp.htm">www.state.tn.us/finance/rds/ocjp.htm</a>
Texas	<a href="http://www.governor.state.tx.us/divisions/cjd">www.governor.state.tx.us/divisions/cjd</a>
Utah	<a href="http://www.crimevictim.utah.gov">www.crimevictim.utah.gov</a>
Vermont	<a href="http://www.ccvts.state.vt.us">www.ccvts.state.vt.us</a>
Virginia	<a href="http://www.dcjs.virginia.gov/victims">www.dcjs.virginia.gov/victims</a>
Washington	<a href="http://www1.dshs.wa.gov/ca/victimservices/crimevic.asp">www1.dshs.wa.gov/ca/victimservices/crimevic.asp</a>
West Virginia	<a href="http://www.wvdcjs.com/justiceprograms/victimsofcrime.html">www.wvdcjs.com/justiceprograms/victimsofcrime.html</a>
Wisconsin	<a href="http://www.doj.state.wi.us/cvs/VOCA/VOCA_Program.asp">www.doj.state.wi.us/cvs/VOCA/VOCA_Program.asp</a>
Wyoming	<a href="http://www.vssi.state.wy.us">http://www.vssi.state.wy.us</a>

### **State Attorneys General Victim Services Programs**

Alabama	<a href="http://www.ago.state.al.us/victim.cfm">www.ago.state.al.us/victim.cfm</a>
Alaska	<a href="http://www.law.state.ak.us/departement/criminal/victims_assist.html">www.law.state.ak.us/departement/criminal/victims_assist.html</a>
Arizona	<a href="http://www.ag.state.az.us/victims_rights/index.html">www.ag.state.az.us/victims_rights/index.html</a>
Arkansas	<a href="http://www.ag.state.ar.us">www.ag.state.ar.us</a>
California	<a href="http://ag.ca.gov/victimservices/index.htm">http://ag.ca.gov/victimservices/index.htm</a>
Colorado	<a href="http://www.ago.state.co.us/safe_communities.cfm?MenuPage=True">http://www.ago.state.co.us/safe_communities.cfm?MenuPage=True</a>
Connecticut	<a href="http://www.cslib.org/attygenl/index.htm">www.cslib.org/attygenl/index.htm</a>

Delaware	<a href="http://www.state.de.us/attgen/main_page/victims/victims_guide.htm">www.state.de.us/attgen/main_page/victims/victims_guide.htm</a>
District of Columbia	<a href="http://occ.dc.gov/occ/cwp/view,a,3,q,530974,occNav, 31692 ,asp">http://occ.dc.gov/occ/cwp/view,a,3,q,530974,occNav, 31692 ,asp</a>
Florida	<a href="http://myfloridalegal.com/victims">http://myfloridalegal.com/victims</a>
Georgia	<a href="http://www.law.state.ga.us/crim_justice.html">http://www.law.state.ga.us/crim_justice.html</a>
Hawaii	<a href="http://cpja.ag.state.hi.us/victims/">http://cpja.ag.state.hi.us/victims/</a>
Idaho	<a href="http://www2.state.id.us/ag/">www2.state.id.us/ag/</a>
Illinois	<a href="http://www.ag.state.il.us/victims/index.html">www.ag.state.il.us/victims/index.html</a>
Indiana	<a href="http://www.in.gov/attorneygeneral/consumer/victimassistance.html">www.in.gov/attorneygeneral/consumer/victimassistance.html</a>
Iowa	<a href="http://www.iowaattorneygeneral.org/CVAD/index.html">www.iowaattorneygeneral.org/CVAD/index.html</a>
Kansas	<a href="http://www.ksag.org/victims_assistance.htm">http://www.ksag.org/victims_assistance.htm</a>
Kentucky	<a href="http://ag.ky.gov/victims/">http://ag.ky.gov/victims/</a>
Louisiana	<a href="http://www.ag.state.la.us/VictimRights.aspx">www.ag.state.la.us/VictimRights.aspx</a>
Maine	<a href="http://www.maine.gov/ag/?r=crimeandvictims">www.maine.gov/ag/?r=crimeandvictims</a>
Maryland	<a href="http://www.oag.state.md.us/victim.htm">www.oag.state.md.us/victim.htm</a>
Massachusetts	<a href="http://www.ago.state.ma.us/sp.cfm?pageid=1675">http://www.ago.state.ma.us/sp.cfm?pageid=1675</a>
Michigan	<a href="http://www.michigan.gov/ag/0,1607,7-164-17334_18113---,00.html">http://www.michigan.gov/ag/0,1607,7-164-17334_18113---,00.html</a>
Minnesota	<a href="http://www.ag.state.mn.us">www.ag.state.mn.us</a>
Mississippi	<a href="http://www.ago.state.ms.us/divisions/crime_victim/dva.php">www.ago.state.ms.us/divisions/crime_victim/dva.php</a>
Missouri	<a href="http://www.ago.mo.gov/crimevictims/crimevictims.htm">www.ago.mo.gov/crimevictims/crimevictims.htm</a>
Montana	<a href="http://doj.state.mt.us/victims/default.asp">http://doj.state.mt.us/victims/default.asp</a>
Nebraska	<a href="http://www.ago.state.ne.us">www.ago.state.ne.us</a>
Nevada	<a href="http://www.ag.state.nv.us">www.ag.state.nv.us</a>
New Hampshire	<a href="http://www.doj.nh.gov/victim/index.html">www.doj.nh.gov/victim/index.html</a>
New Jersey	<a href="http://www.state.nj.us/lps/">www.state.nj.us/lps/</a>
New Mexico	<a href="http://www.ago.state.nm.us/divs/vawomen/vaw.htm">www.ago.state.nm.us/divs/vawomen/vaw.htm</a>
New York	<a href="http://www.oag.state.ny.us/crime/crime.html">www.oag.state.ny.us/crime/crime.html</a>
North Carolina	<a href="http://www.ncdoj.com/victimscitizensservices/vscs_about.jsp">www.ncdoj.com/victimscitizensservices/vscs_about.jsp</a>
North Dakota	<a href="http://www.ag.state.nd.us/">www.ag.state.nd.us/</a>
Ohio	<a href="http://www.ag.state.oh.us/sections/crime_victims_services/assistance_program.htm">www.ag.state.oh.us/sections/crime_victims_services/assistance_program.htm</a>
Oklahoma	<a href="http://www.oag.state.ok.us/oagweb.nsf/VServices!OpenPage">www.oag.state.ok.us/oagweb.nsf/VServices!OpenPage</a>
Oregon	<a href="http://www.doj.state.or.us/CrimeV/welcome1.htm">http://www.doj.state.or.us/CrimeV/welcome1.htm</a>
Pennsylvania	<a href="http://www.attorneygeneral.gov/">www.attorneygeneral.gov/</a>
Rhode Island	<a href="http://www.riag.state.ri.us/criminal/victim.php">www.riag.state.ri.us/criminal/victim.php</a>
South Carolina	<a href="http://www.scattorneygeneral.org/public/victimassist.html">www.scattorneygeneral.org/public/victimassist.html</a>
South Dakota	<a href="http://dci.sd.gov/victimservices/index.htm">http://dci.sd.gov/victimservices/index.htm</a>
Tennessee	<a href="http://www.attorneygeneral.state.tn.us/victim/victim.htm">www.attorneygeneral.state.tn.us/victim/victim.htm</a>
Texas	<a href="http://www.oag.state.tx.us/victims/victims.shtml">www.oag.state.tx.us/victims/victims.shtml</a>
Utah	<a href="http://attorneygeneral.utah.gov/victimassist.html">http://attorneygeneral.utah.gov/victimassist.html</a>
Vermont	<a href="http://www.atg.state.vt.us/display.php?smod=165">www.atg.state.vt.us/display.php?smod=165</a>
Virginia	<a href="http://www.oag.state.va.us/Special%20Projects/Victim%20Notification/default.htm">www.oag.state.va.us/Special%20Projects/Victim%20Notification/default.htm</a>
Washington	<a href="http://www.atg.wa.gov">www.atg.wa.gov</a>
West Virginia	<a href="http://www.wvs.state.wv.us/wvag/">www.wvs.state.wv.us/wvag/</a>
Wisconsin	<a href="http://www.doj.state.wi.us/cvs">www.doj.state.wi.us/cvs</a>
Wyoming	<a href="http://vssi.state.wy.us">http://vssi.state.wy.us</a>

### State Domestic Violence Coalitions

Alabama Coalition Against Domestic Violence	<a href="http://www.acadv.org">www.acadv.org</a>
Alaska Network on Domestic and Sexual Violence	<a href="http://www.andvsa.org">www.andvsa.org</a>
Arizona Coalition Against Domestic Violence	<a href="http://www.azcadv.org">www.azcadv.org</a>
Arkansas Coalition Against Domestic Violence	<a href="http://www.domesticpeace.com">www.domesticpeace.com</a>
California Alliance Against Domestic Violence	<a href="http://www.caadv.org">www.caadv.org</a>

Statewide California Coalition for Battered Women	<a href="http://www.sccbw.org">www.sccbw.org</a>
Colorado Coalition Against Domestic Violence	<a href="http://www.ccadv.org">www.ccadv.org</a>
Connecticut Coalition Against Domestic Violence	<a href="http://www.ctcadv.org">www.ctcadv.org</a>
Delaware Coalition Against Domestic Violence	<a href="http://www.dccadv.org">www.dccadv.org</a>
DC Coalition Against Domestic Violence	<a href="http://www.dccadv.org">www.dccadv.org</a>
Florida Coalition Against Domestic Violence	<a href="http://www.fcadv.org">www.fcadv.org</a>
Georgia Coalition Against Domestic Violence	<a href="http://www.gcadv.org">www.gcadv.org</a>
Hawaii State Coalition Against Domestic Violence	<a href="http://www.hscadv.org">www.hscadv.org</a>
Idaho Coalition Against Sexual & Domestic Violence	<a href="http://www.idvsa.org">www.idvsa.org</a>
Illinois Coalition Against Domestic Violence	<a href="http://www.ilcadv.org">www.ilcadv.org</a>
Indiana Coalition Against Domestic Violence	<a href="http://www.violenceresource.org">www.violenceresource.org</a>
Iowa Coalition against Domestic Violence	<a href="http://www.icadv.org">www.icadv.org</a>
Kansas Coalition against Sexual and Domestic Violence	<a href="http://www.kcsdv.org">www.kcsdv.org</a>
Kentucky Domestic Violence Association	<a href="http://www.kdva.org">www.kdva.org</a>
Louisiana Coalition Against Domestic Violence	<a href="http://www.lcadv.org">www.lcadv.org</a>
Maine Coalition to End Domestic Violence	<a href="http://www.mcedv.org">www.mcedv.org</a>
Maryland Network Against Domestic Violence	<a href="http://www.mnadv.org">www.mnadv.org</a>
Massachusetts Coalition Against Sexual Assault and Domestic Violence	<a href="http://www.janedoe.org">www.janedoe.org</a>
Michigan Coalition against Domestic & Sexual Violence	<a href="http://www.mcadsv.org">www.mcadsv.org</a>
Minnesota Coalition for Battered Women	<a href="http://www.mcbw.org">www.mcbw.org</a>
Mississippi Coalition Against Domestic Violence	<a href="http://www.mcadv.org">www.mcadv.org</a>
Missouri Coalition Against Domestic Violence	<a href="http://www.mocadv.org">www.mocadv.org</a>
Montana Coalition Against Domestic & Sexual Violence	<a href="http://www.mcadsv.com">www.mcadsv.com</a>
Nebraska Domestic Violence and Sexual Assault Coalition	<a href="http://www.ndvsac.org">www.ndvsac.org</a>
Nevada Network Against Domestic Violence	<a href="http://www.nnadv.org">www.nnadv.org</a>
New Hampshire Coalition Against Domestic and Sexual Violence	<a href="http://www.nhcadv.org">www.nhcadv.org</a>
New Jersey Coalition for Battered Women	<a href="http://www.njcbw.org">www.njcbw.org</a>
New Mexico State Coalition Against Domestic Violence	<a href="http://www.nmadv.org">www.nmadv.org</a>
New York State Coalition Against Domestic Violence	<a href="http://www.nyscadv.org">www.nyscadv.org</a>
North Carolina Coalition Against Domestic Violence	<a href="http://www.nccadv.org">www.nccadv.org</a>
North Dakota Council on Abused Women's Services	<a href="http://www.ndcaws.org">www.ndcaws.org</a>
Action Ohio Coalition for Battered Women	<a href="http://www.actionohio.org">www.actionohio.org</a>
Ohio Domestic Violence Network	<a href="http://www.odvn.org">www.odvn.org</a>
Oklahoma Coalition Against Domestic Violence and Sexual Assault	<a href="http://www.ocadvsa.org">www.ocadvsa.org</a>
Oregon Coalition Against Domestic and Sexual Violence	<a href="http://www.ocadv.com">www.ocadv.com</a>
Pennsylvania Coalition Against Domestic Violence	<a href="http://www.pcadv.org">www.pcadv.org</a>
Rhode Island Coalition Against Domestic Violence	<a href="http://www.ricadv.org">www.ricadv.org</a>
South Carolina Coalition Against Domestic Violence and Sexual Assault	<a href="http://www.sccadvasa.org">www.sccadvasa.org</a>
South Dakota Coalition Against Domestic Violence & Sexual Assault	<a href="http://www.southdakotacoalition.org">www.southdakotacoalition.org</a>
Tennessee Coalition Against Domestic and Sexual Violence	<a href="http://www.tcadv.org">www.tcadv.org</a>
Texas Council on Family Violence	<a href="http://www.tcfv.org">www.tcfv.org</a>
Utah Domestic Violence Council	<a href="http://www.udvac.org">www.udvac.org</a>
Vermont Network Against Domestic Violence and Sexual Assault	<a href="http://www.vtnetwork.org">www.vtnetwork.org</a>
Virginians Against Domestic Violence	<a href="http://www.vadv.org">www.vadv.org</a>
Washington State Coalition Against Domestic Violence	<a href="http://www.wscadv.org">www.wscadv.org</a>
West Virginia Coalition Against Domestic Violence	<a href="http://www.wvcadv.org">www.wvcadv.org</a>
Wisconsin Coalition Against Domestic Violence	<a href="http://www.wcadv.org">www.wcadv.org</a>
Wyoming Coalition Against Domestic Violence and	

**State Sexual Assault Coalitions**

Alabama Coalition Against Rape	www.acar.org
Alaska Network on Domestic and Sexual Violence	www.andvsa.org
Arizona Sexual Assault Network	www.azsan.org
Arkansas Coalition Against Sexual Assault	www.acasa.ws
California Coalition Against Sexual Assault	www.calcasa.org
Colorado Coalition Against Sexual Assault	www.cccasa.org
Connecticut Sexual Assault Crisis Services, Inc.	www.connsacs.org
D.C. Rape Crisis Center	www.dcrcc.org
CONTACT Delaware, Inc.	www.contactdelaware.org
Florida Council Against Sexual Violence	www.fcasv.org
Georgia Network to End Sexual Assault	www.gnesa.org
Idaho Coalition Against Sexual & Domestic Violence	www.idvsa.org
Illinois Coalition Against Sexual Assault	www.icasa.org
Indiana Coalition Against Sexual Assault	www.incasa.org
Iowa Coalition Against Sexual Assault	www.iowacasa.org
Kansas Coalition against Sexual and Domestic Violence	www.kcsdv.org
Kentucky Association of Sexual Assault Programs, Inc.	www.kasap.org
Louisiana Foundation Against Sexual Assault	www.lafasa.org
Maine Coalition Against Sexual Assault	www.mecasa.org
Maryland Coalition Against Sexual Assault	www.mcasa.org
Massachusetts Coalition Against Sexual Assault and Domestic Violence	www.janedoe.org
Michigan Coalition against Domestic & Sexual Violence	www.mcadsv.org
Minnesota Coalition Against Sexual Assault	www.mncasa.org
Mississippi Coalition Against Sexual Assault	www.mscasa.org
Missouri Coalition Against Sexual Assault	http://mocasa.missouri.org
Montana Coalition Against Domestic & Sexual Violence	www.mcadsv.com
Nebraska Domestic Violence and Sexual Assault Coalition	www.ndvsac.org
Nevada Coalition Against Sexual Violence	www.ncasv.org
New Hampshire Coalition Against Domestic and Sexual Violence	www.nhcadv.org
New Jersey Coalition Against Sexual Assault	www.njcasa.org
New Mexico Coalition of Sexual Assault Programs, Inc.	www.swcp.com/nmcsaas
New York State Coalition Against Sexual Assault	www.nyscasa.org
New York City Alliance Against Sexual Assault	www.nycagainstrape.org
North Carolina Coalition Against Sexual Assault	www.nccasa.org
North Dakota Council on Abused Women's Services	www.ndcaws.org
Ohio Coalition On Sexual Assault	www.ocosa.org
Oklahoma Coalition Against Domestic Violence and Sexual Assault	www.ocadvsa.org
Oklahoma Native American Domestic Violence Coalition	www.onadv.com
Oregon Coalition Against Domestic and Sexual Violence	www.ocadv.com
Pennsylvania Coalition Against Rape	www.pcar.org
Rhode Island Sexual Assault Coalition	www.satrc.org
South Carolina Coalition Against Domestic Violence and Sexual Assault	www.sccadvasa.org
South Dakota Coalition Against Domestic Violence & Sexual Assault	www.southdakotacoalition.org
Tennessee Coalition Against Domestic and Sexual Violence	www.tcadv.org

Texas Association Against Sexual Assault	<a href="http://www.taasa.org">www.taasa.org</a>
Utah Coalition Against Sexual Assault	<a href="http://www.ucasa.org">www.ucasa.org</a>
Vermont Network Against Domestic Violence and Sexual Assault	<a href="http://www.vtnetwork.org">www.vtnetwork.org</a>
Virginia Sexual and Domestic Violence Action Alliance	<a href="http://www.vsdvalliance.org">www.vsdvalliance.org</a>
Washington Coalition of Sexual Assault Programs	<a href="http://www.wcsap.org">www.wcsap.org</a>
West Virginia Foundation for Rape Information and Services, Inc	<a href="http://www.fris.org">www.fris.org</a>
Wisconsin Coalition Against Sexual Assault	<a href="http://www.wcasa.org">www.wcasa.org</a>
Wyoming Coalition Against Domestic Violence and Sexual Assault	<a href="http://www.users.qwest.net/~wyomingcoalition">www.users.qwest.net/~wyomingcoalition</a>

### **Federal and State Corrections (Adult)**

Federal Bureau of Prisons	<a href="http://www.bop.gov">www.bop.gov</a>
Alabama Department of Corrections	<a href="http://www.doc.state.al.us">www.doc.state.al.us</a>
Alaska Department of Corrections	<a href="http://www.correct.state.ak.us">www.correct.state.ak.us</a>
Arizona Department of Corrections	<a href="http://www.adc.state.az.us">www.adc.state.az.us</a>
Arkansas Department of Corrections	<a href="http://www.state.ar.us/doc">www.state.ar.us/doc</a>
California Department of Corrections	<a href="http://www.cdcr.ca.gov/">http://www.cdcr.ca.gov/</a>
Colorado Department of Corrections	<a href="http://www.doc.state.co.us">www.doc.state.co.us</a>
Connecticut Department of Correction	<a href="http://www.ct.gov/doc">www.ct.gov/doc</a>
Delaware Department of Correction	<a href="http://www.state.de.us/correct/default.shtml">http://www.state.de.us/correct/default.shtml</a>
District of Columbia Department of Corrections	<a href="http://doc.dc.gov/doc/site/default.asp">http://doc.dc.gov/doc/site/default.asp</a>
Florida Department of Corrections	<a href="http://www.dc.state.fl.us">www.dc.state.fl.us</a>
Georgia Department of Corrections	<a href="http://www.dcor.state.ga.us">www.dcor.state.ga.us</a>
Hawaii Department of Public Safety	<a href="http://www.hawaii.gov/psd">www.hawaii.gov/psd</a>
Idaho Department of Correction	<a href="http://www.corr.state.id.us">www.corr.state.id.us</a>
Illinois Department of Corrections	<a href="http://www.idoc.state.il.us">www.idoc.state.il.us</a>
Indiana Department of Correction	<a href="http://www.ai.org/indcorrection">www.ai.org/indcorrection</a>
Iowa Department of Corrections	<a href="http://www.doc.state.ia.us">www.doc.state.ia.us</a>
Kansas Department of Corrections	<a href="http://www.ink.org/public/kdoc">www.ink.org/public/kdoc</a>
Kentucky Department of Correction	<a href="http://www.corrections.ky.gov">www.corrections.ky.gov</a>
Louisiana Commission on Law Enforcement & Administration of Criminal Justice	<a href="http://www.cole.state.la.us">www.cole.state.la.us</a>
Maine Department of Corrections	<a href="http://www.state.me.us/corrections">www.state.me.us/corrections</a>
Maryland Department of Public Safety and Correctional Services	<a href="http://www.dpscs.state.md.us/">http://www.dpscs.state.md.us/</a>
Massachusetts Department of Correction	<a href="http://www.mass.gov/doc">www.mass.gov/doc</a>
Michigan Department of Corrections	<a href="http://www.michigan.gov/corrections">www.michigan.gov/corrections</a>
Minnesota Department of Corrections	<a href="http://www.corr.state.mn.us">www.corr.state.mn.us</a>
Mississippi Department of Corrections	<a href="http://www.mdoc.state.ms.us">www.mdoc.state.ms.us</a>
Missouri Department of Corrections	<a href="http://www.corrections.state.mo.us">www.corrections.state.mo.us</a>
Montana Department of Corrections	<a href="http://www.cor.state.mt.us">www.cor.state.mt.us</a>
Nebraska Department of Correctional Services	<a href="http://www.corrections.state.ne.us">www.corrections.state.ne.us</a>
Nevada Department of Corrections	<a href="http://www.ndoc.state.nv.us">www.ndoc.state.nv.us</a>
New Hampshire Department of Corrections	<a href="http://www.state.nh.us/nhdoc/">http://www.state.nh.us/nhdoc/</a>
New Jersey Department of Corrections	<a href="http://www.state.nj.us/corrections">www.state.nj.us/corrections</a>
New Mexico Corrections Department	<a href="http://corrections.state.nm.us">http://corrections.state.nm.us</a>
New York State Department of Correctional Services	<a href="http://www.docs.state.ny.us">www.docs.state.ny.us</a>
New York City Department of Correction	<a href="http://www.ci.nyc.ny.us/html/doc">www.ci.nyc.ny.us/html/doc</a>
North Carolina Department of Correction	<a href="http://www.doc.state.nc.us">www.doc.state.nc.us</a>
North Dakota Department of Corrections and Rehabilitation	<a href="http://www.state.nd.us/docr">www.state.nd.us/docr</a>
Ohio Department of Rehabilitation and Correction	<a href="http://www.drc.state.oh.us">www.drc.state.oh.us</a>

Oklahoma Department of Corrections  
Oregon Department of Corrections  
Pennsylvania Department of Corrections  
Rhode Island and Providence Plantations  
Department of Corrections  
South Carolina Department of Corrections  
South Dakota Department of Corrections  
Tennessee Department of Correction  
Texas Department of Criminal Justice  
Utah Department of Corrections  
Vermont Department of Corrections  
Virginia Department of Corrections  
Washington State Department of Corrections  
West Virginia Division of Corrections  
Wisconsin Department of Corrections  
Wyoming Department of Corrections

[www.doc.state.ok.us](http://www.doc.state.ok.us)  
[www.doc.state.or.us](http://www.doc.state.or.us)  
[www.cor.state.pa.us](http://www.cor.state.pa.us)  
  
[www.doc.state.ri.us](http://www.doc.state.ri.us)  
[www.state.sc.us/scdc](http://www.state.sc.us/scdc)  
[www.state.sd.us/corrections/corrections.html](http://www.state.sd.us/corrections/corrections.html)  
[www.state.tn.us/correction](http://www.state.tn.us/correction)  
[www.tdcj.state.tx.us](http://www.tdcj.state.tx.us)  
[www.cr.ex.state.ut.us](http://www.cr.ex.state.ut.us)  
[www.doc.state.vt.us](http://www.doc.state.vt.us)  
[www.vadoc.state.va.us](http://www.vadoc.state.va.us)  
[www.doc.wa.gov](http://www.doc.wa.gov)  
[www.wvf.state.wv.us/wvdoc](http://www.wvf.state.wv.us/wvdoc)  
[www.wi-doc.com](http://www.wi-doc.com)  
<http://doc.state.wy.us/corrections.asp>

### State Corrections (Juvenile)

Alabama Department of Youth Services  
Alaska Division of Juvenile Justice  
Arizona Department of Juvenile Corrections

[www.dys.state.al.us](http://www.dys.state.al.us)  
[www.hss.state.ak.us/djj](http://www.hss.state.ak.us/djj)  
[www.juvenile.state.az.us/Offices/Victims/  
VictimsHome.htm](http://www.juvenile.state.az.us/Offices/Victims/VictimsHome.htm)

Arkansas Division of Youth Services  
California Youth Authority  
Colorado Division of Youth Corrections  
Connecticut Bureau of Juvenile Justice  
Delaware Youth Rehabilitative Services  
District of Columbia Youth Services

[www.arkansas.gov/dhs/dys/index.htm](http://www.arkansas.gov/dhs/dys/index.htm)  
[www.cya.ca.gov/victim/victimintro.html](http://www.cya.ca.gov/victim/victimintro.html)  
<http://www.cdhs.state.co.us/dyc/>  
[www.state.ct.us/dcf](http://www.state.ct.us/dcf)  
[www.state.de.us/kids/yrs.htm](http://www.state.de.us/kids/yrs.htm)  
[www.dhs.dc.gov/dhs/cwp/  
view,a,3,q,492460,dhsNav,|30989|.asp](http://www.dhs.dc.gov/dhs/cwp/view,a,3,q,492460,dhsNav,|30989|.asp)  
[www.djj.state.fl.us/djjservices/prevention/  
victimservices/index.shtml](http://www.djj.state.fl.us/djjservices/prevention/victimservices/index.shtml)

Florida Department of Juvenile Justice

[www.djj.state.ga.us](http://www.djj.state.ga.us)  
[www.hawaii.gov/dhs](http://www.hawaii.gov/dhs)  
<http://www.djc.state.id.us>

Georgia Department of Juvenile Justice  
Hawaii Office of Youth Services  
Idaho Department of Juvenile Corrections  
Illinois Department of Corrections Juvenile  
Division

[www.idoc.state.il.us/subsections/dept\\_overview/  
2002/juvenile\\_division.shtml](http://www.idoc.state.il.us/subsections/dept_overview/2002/juvenile_division.shtml)

Indiana Juvenile Facilities  
Iowa Juvenile Institutions  
Kansas Juvenile Justice Authority  
Kentucky Department of Juvenile Justice  
Louisiana Office of Youth Development  
Maine Department of Corrections  
Juvenile Services Division

<http://www.in.gov/indcorrection/>  
[www.dhs.state.ia.us/ACFS/ACFS.asp](http://www.dhs.state.ia.us/ACFS/ACFS.asp)  
<http://jja.state.ks.us/index.htm>  
<http://djj.ky.gov/>  
<http://www.oyd.louisiana.gov/>

Maryland Department of Juvenile Services  
Massachusetts Department of Youth Services  
Michigan Bureau of  
Juvenile Justice

[http://www.state.me.us/  
corrections/JuvServices.htm](http://www.state.me.us/corrections/JuvServices.htm)  
<http://www.djs.state.md.us/>  
[www.state.ma.us/dys](http://www.state.ma.us/dys)

Minnesota Department of Corrections  
Juvenile Facilities  
Mississippi Division of Youth Services  
Missouri Division of Youth Services  
Montana Department of Corrections

[www.michigan.gov/fia/0,1607,7-  
124-5452\\_30426-15630--,00.html](http://www.michigan.gov/fia/0,1607,7-124-5452_30426-15630--,00.html)  
  
[www.doc.state.mn.us](http://www.doc.state.mn.us)  
[www.mdhs.state.ms.us/dys.html](http://www.mdhs.state.ms.us/dys.html)  
[www.dss.mo.gov/dys/index.htm](http://www.dss.mo.gov/dys/index.htm)

## Juvenile Division

Nebraska Juvenile Services  
Nevada Juvenile Justice Services  
New Hampshire Division for Juvenile  
Justice Services  
New Jersey Juvenile Justice Commission  
New Mexico Juvenile Justice Division  
New York Office of Children & Family Services  
Rehabilitative Services  
North Carolina Department of Juvenile Justice &  
Delinquency Prevention  
North Dakota Juvenile Justice Services  
Ohio Department of Youth Services  
Oklahoma Office of Juvenile Affairs  
Oregon Youth Authority  
Pennsylvania Juvenile Justice  
  
Rhode Island Juvenile Corrections  
South Carolina Department of Juvenile Justice  
South Dakota Juvenile Corrections  
  
Tennessee Department of Children's Services  
Texas Youth Commission  
Utah Division of Juvenile Justice Services  
Vermont Department of Social and  
Rehabilitation Services  
Virginia Department of Juvenile Justice  
Washington Juvenile Rehabilitation Administration  
West Virginia Division of Juvenile Services  
Wisconsin Division of Juvenile Corrections  
Wyoming Juvenile Services

[www.cor.state.mt.us/About/  
JuvenileCorrections.asp](http://www.cor.state.mt.us/About/JuvenileCorrections.asp)  
[www.hhs.state.ne.us/jus/jusindex.htm](http://www.hhs.state.ne.us/jus/jusindex.htm)  
<http://dcfs.state.nv.us/page22.html>  
  
<http://www.dhhs.nh.gov/DHHS/DJJS/default.htm>  
[www.state.nj.us/lps/jjc/jjchome.html](http://www.state.nj.us/lps/jjc/jjchome.html)  
[www.cyfd.org/index.htm](http://www.cyfd.org/index.htm)  
  
[www.ocfs.state.ny.us/main/rehab/](http://www.ocfs.state.ny.us/main/rehab/)  
  
[www.ncdjdp.org](http://www.ncdjdp.org)  
[www.ndaco.org/jj/default.asp](http://www.ndaco.org/jj/default.asp)  
<http://www.dys.ohio.gov/>  
[www.state.ok.us/~oja](http://www.state.ok.us/~oja)  
[www.oja.state.or.us](http://www.oja.state.or.us)  
[www.dpw.state.pa.us/child/  
juveniledelinq/default.htm](http://www.dpw.state.pa.us/child/juveniledelinq/default.htm)  
[www.dcyf.state.ri.us/juvcorrectns.htm](http://www.dcyf.state.ri.us/juvcorrectns.htm)  
[www.state.sc.us/djj](http://www.state.sc.us/djj)  
[www.state.sd.us/corrections/  
juvenile\\_corrections.htm](http://www.state.sd.us/corrections/juvenile_corrections.htm)  
<http://www.state.tn.us/youth/treatment/index.htm>  
[www.tyc.state.tx.us](http://www.tyc.state.tx.us)  
[www.hsdc.state.ut.us](http://www.hsdc.state.ut.us)  
  
[www.state.vt.us/srs](http://www.state.vt.us/srs)  
[www.djj.state.va.us](http://www.djj.state.va.us)  
[www1.dshs.wa.gov/jra](http://www1.dshs.wa.gov/jra)  
[www.wvdjs.state.wv.us](http://www.wvdjs.state.wv.us)  
[www.wi-doc.com/index\\_juvenile.htm](http://www.wi-doc.com/index_juvenile.htm)  
[www.wyjuvenilejustice.com](http://www.wyjuvenilejustice.com)

## Victims' Rights Compliance and Enforcement Programs

Arizona Voice for Crime Victims  
Colorado Organization for Victim Assistance  
Connecticut: Office of the Victim Advocate  
Florida Network of Victim Witness Services  
Indiana Victim Assistance Network  
Iowa Organization for Victim Assistance  
Kentucky (Mary Byron Foundation)  
Maryland Crime Victims Resource Center  
Michigan Crime Victim Foundation  
Michigan Victim Alliance  
Minnesota: Crime Victim Justice Unit  
  
Missouri Victim Assistance Network  
New Mexico Crime Victims Association  
New York (Capital District Coalition for Crime  
Victims' Rights)  
North Carolina Victim Assistance Network  
Ohio Victim Witness Association  
Oregon Crime Victims' Assistance Network  
Oregon Crime Victims United  
South Carolina: Crime Victims' Ombudsman

[www.voiceforvictims.org](http://www.voiceforvictims.org)  
[www.coloradocrimevictims.org](http://www.coloradocrimevictims.org)  
[www.ova.state.ct.us/](http://www.ova.state.ct.us/)  
[www.fnvws.org/](http://www.fnvws.org/)  
[www.victimassistance.org](http://www.victimassistance.org)  
[www.iowaiova.com/](http://www.iowaiova.com/)  
[www.marybyronfoundation.org/](http://www.marybyronfoundation.org/)  
[www.mdcrimevictims.org](http://www.mdcrimevictims.org)  
<http://www.crimevictimfoundation.org/>  
[www.mivictims.org/](http://www.mivictims.org/)  
[www.dps.state.mn.us/OJP/  
MCCVS/CVJU/index.htm](http://www.dps.state.mn.us/OJP/MCCVS/CVJU/index.htm)  
<http://www.mova.missouri.org>  
[www.nmcva.org/](http://www.nmcva.org/)  
  
[www.crimevictim.org/](http://www.crimevictim.org/)  
[www.nc-van.org](http://www.nc-van.org)  
[www.ovwa.org/](http://www.ovwa.org/)  
[www.oregonvictims.com/cvanonly.htm](http://www.oregonvictims.com/cvanonly.htm)  
[www.crimevictimsunited.org/](http://www.crimevictimsunited.org/)  
[www.govoepp.state.sc.us/cvolinks.htm](http://www.govoepp.state.sc.us/cvolinks.htm)

South Carolina Victim Assistance Network  
Texans for Equal Justice  
Texas Victim Services Association  
Washington Coalition of Crime Victim Advocates  
Wisconsin:

Crime Victims Council

Crime Victim Rights Board

Wyoming Crime Victims Coalition

[www.scvan.org](http://www.scvan.org)  
[www.texansforequaljustice.org/](http://www.texansforequaljustice.org/)  
[www.geocities.com/Athens/Acropolis/2962/](http://www.geocities.com/Athens/Acropolis/2962/)  
[www.wccva.org/](http://www.wccva.org/)

[http://www.doj.state.wi.us/cvs/Boards\\_&\\_Advisory\\_groups/Wisconsin\\_Crime\\_Victims\\_Council.asp](http://www.doj.state.wi.us/cvs/Boards_&_Advisory_groups/Wisconsin_Crime_Victims_Council.asp)

[http://www.doj.state.wi.us/cvs/Boards\\_&\\_Advisory\\_groups/Crime\\_Victims\\_Rights\\_Board.asp](http://www.doj.state.wi.us/cvs/Boards_&_Advisory_groups/Crime_Victims_Rights_Board.asp)

[www.wycrimevictims.org/](http://www.wycrimevictims.org/)

## Other Victim Resources

Action Without Borders – Nonprofit Directory  
Alliance for Justice  
American Psychological Association  
Boys & Girls Clubs of America  
Children’s Institute International  
Communities Against Violence Network (CAVNET)  
Compassionate Friends  
Corporate Alliance to End Partner Violence  
Elder Abuse Prevention  
International Society for Traumatic Stress  
Studies

International Victimology Website

Jewish Women International

Justice for All

Michigan State University Victims and  
the Media Program

Post Trauma Resources

Rape Recovery Help and Information

Safe Horizon (New York City region)

Sexual Assault Nurse Examiner

Sexual Assault Response Team

The Stalking Victim’s Sanctuary

Victim Assistance Online

Violence Policy Center

Women’s Justice Center

Workplace Violence Research Institute

[www.idealists.org](http://www.idealists.org)  
[www.afj.org](http://www.afj.org)  
[www.apa.org](http://www.apa.org)  
[www.bgca.org](http://www.bgca.org)  
[www.childrensinstitute.org](http://www.childrensinstitute.org)  
[www.cavnet.org](http://www.cavnet.org)  
[www.compassionatefriends.com](http://www.compassionatefriends.com)  
[www.caepv.org](http://www.caepv.org)  
[www.oaktrees.org/elder](http://www.oaktrees.org/elder)

[www.istss.org](http://www.istss.org)  
[www.victimology.nl](http://www.victimology.nl)  
[www.jewishwomen.org](http://www.jewishwomen.org)  
[www.jfa.net](http://www.jfa.net)

<http://victims.jrn.msu.edu>  
[www.posttrauma.com](http://www.posttrauma.com)  
[www.geocities.com/HotSprings/2402](http://www.geocities.com/HotSprings/2402)  
[www.safehorizon.org](http://www.safehorizon.org)  
[www.sane-sart.com](http://www.sane-sart.com)  
[www.sane-sart.com](http://www.sane-sart.com)  
[www.stalkingvictims.com](http://www.stalkingvictims.com)  
[www.vaonline.org](http://www.vaonline.org)  
[www.vpc.org](http://www.vpc.org)  
[www.law.pace.edu/bwjc](http://www.law.pace.edu/bwjc)  
<http://www.workviolence.com/>

## Legal Research/Resources

Findlaw

National Crime Victim Law Institute

State Law and Legislative Information

U.S. Supreme Court Decisions

[www.findlaw.com](http://www.findlaw.com)  
[www.lclark.edu/org/ncvli](http://www.lclark.edu/org/ncvli)  
[www.washlaw.edu](http://www.washlaw.edu)  
<http://supct.law.cornell.edu/supct/index.html>

## Media

Criminal Justice Journalists

Dart Center for Journalism and Trauma

News Index

Newslink

Newspapers.com

Poynter Institute for Media Studies

[www.reporters.net/cjj](http://www.reporters.net/cjj)  
[www.dartcenter.org](http://www.dartcenter.org)  
<http://newsindex.com>  
[www.newslink.org](http://www.newslink.org)  
[www.newspapers.com](http://www.newspapers.com)  
[www.poynter.org](http://www.poynter.org)



## Military and Civilian Resources

Below is a listing of some relevant military and civilian resources on the Internet and by phone. A good place to start for resources related to the Marine Corps and DoD sexual assault prevention and response initiatives are the USMC SAPRO and the DoD SAPR websites. However, information about the sexual assault prevention and response programs are subject to change; therefore, it is best to check the websites for regular updates.

**IMPORTANT NOTE:** The Internet (world-wide-web) is an excellent and readily available source of information. However, information available on the Internet is not always accurate nor reliable. Anyone can put anything on the Internet, but it does not mean it is true or valid information. Therefore, use caution when referring to resources on the Internet. Here are a few other helpful hints in your search for information and resources:

- Learn how to use the search engines. There are many different search engines with links to a wealth of information. Targeting your search can save lots of time and frustration.
- Always review the information first and use only credible sources. Refer to reputable sources for information to verify or validate information, especially if you are citing information for the SAPR program.
- It is best to use DoD, USMC or other government sites or known national programs with a positive reputation, such as the National Sexual Violence Resource Center.
- Be cautious about reporting statistics. As indicated previously, it is difficult to compare statistics since they do not always measure the same items or use the same definitions. Also, information can change over time, so it's a good idea to check for updates in the literature.
- Check on the date of the information or when the website was last updated to avoid having information that is no longer valid or incomplete.
- Update your materials as you learn new information.
- Refer to the USMC and DoD SAPR websites regularly for new information since there will be updates as the program continues to evolve and grow.

### USMC Resources Online

- **USMC SAPRO**-[www.usmc-mccs.org/sapro/](http://www.usmc-mccs.org/sapro/)  
**USMC POC**-[www.usmc-mccs.org/sapro/pocs.cfm](http://www.usmc-mccs.org/sapro/pocs.cfm)  
**USMC Resources**-[www.usmc-mccs.org/sapro/resources.cfm](http://www.usmc-mccs.org/sapro/resources.cfm)
- **Staff Judge Advocate (SJA) to the Commandant of the Marine Corps**  
Victim and Witness Assistance Program (VWAP) website:  
<http://sja.hqmc.usmc.mil/jam/vwap/vwap.htm>
- **Military One Source Stateside:** 1-800-342-9647 [www.militaryonesource.com](http://www.militaryonesource.com)  
**Overseas:** 00-800-3429-6477 **Overseas Collect:** 1-484-530-5908

NOTE: **Military One Source** is the 24 hour reporting line for restricted reports and allows access to confidential hotline services for Marines and their families to report sexual assaults and receive assistance 24/7.

- Military One Source has contact information for all SARCs.
- At victim's request, One Source can refer victim directly to an advocate

## USMC SAPRO Contacts

<b>Sexual Assault Prevention and Response Office (SAPRO) contact numbers</b>		
Section Head/Supervisory Program Analyst	Mr. Ray Bruneau	703-432-9104
Administrative Assistant	Ta'Loria Simms	703-432-9072
Social Science Program Prevention Specialist	Elaine Woodhouse	703-432-9073
IT Data Mangement	(open)	703-432-9074
SAPR Program Specialist	(open)	703-432-9075
Training Coordinator	GySgt William House	703-432-9045
FAX 703-784-9853 DSN Prefix: 378 for 432-xxxx numbers; 278 for 784-xxxx numbers		

## Other DoD Related Resources Online

- **DOD Sexual Assault Response and Prevention Website**--[www.sapr.mil](http://www.sapr.mil)
- **Navy NCIS** 800-522-3451 <http://www.ncis.navy.mil/contact.cfm>
- **Air Force Sexual Assault Prevention and Response Program**--  
<http://www.airforceonesource.com>
- **Army Sexual Assault Prevention and Response Program**--  
<http://www.sexualassault.army.mil/>
- **Navy Sexual Assault Victim Intervention** - <http://www.persnet.navy.mil>
- **US Coast Guard, Health and Safety Directorate, Office of Work-Life, Rape and Sexual Assault** –  
<http://www.uscg.mil/hq/g%2Dw/g%2Dwk/wkw/eap/rape%5Fsexual%5Fassault.htm>
- **Defense Task Force on Sexual Harassment and Violence at the Military Academies**  
[www.dtic.mil/dtfs](http://www.dtic.mil/dtfs)

- **Defense Task Force on Domestic Violence**  
www.dtic.mil/domesticviolence
- **Center for Women Veterans (Department of Veterans Affairs)**  
www1.va.gov/womenvet
- **DoD Victim and Witness Assistance Council (VWAC)**  
www.defenselink.mil/vwac
- **Under Secretary of Defense for Personnel and Readiness**  
www.dod.mil/prhome
- **US Department of Defense (DefenseLink)**  
www.defenselink.mil
- **Washington Headquarters Services Executive Services Directorate Directives and Records Division DOD Issuances and OSD Administrative Instructions**  
dtic.mil/whs/directives/
- **Department of Defense Equal Opportunity**  
www.defenselink.mil/prhome/eo.html
- **Department of Veteran Affairs Sexual Trauma Counseling VA Home Page, Women Veterans.** <http://www1.va.gov/womenvet/page.cfm?pg=23> (May, 2005)

### **Civilian Websites and Other National Resources**

- **National Sexual Violence Resource Center** 877-739-3985 www.nsvrc.org  
(24-hour access to information resources, and research regarding sexual assault)
- **Rape, Abuse & Incest National Network (RAINN)** 800-656-HOPE  
(Note: This number will direct callers to a local rape crisis center.) /www.rainn.org/
- **National Domestic Violence Hotline:** 24-hour helpline. 1-800-799-SAFE (7233)  
or 1-800-787-3224 (tdd). www.ndvh.org
- **National Center on Domestic and Sexual Violence**  
<http://www.ncdsv.org/>
- **National Center for Victims of Crime:** Toll free resource line: 1-800-FYI-CALL or  
1-800-211-7996 (tty/tdd) and www.ncvc.org/
- **National Crime Prevention Council:** 202-466-6272.  
Information on rape prevention. www.ncpc.org/teens/daterape.html
- **Office for Victims of Crime (DoJ)**  
www.ojp.usdoj.gov/ovc
- **Violence Against Women Online Resources**  
www.vaw.umn.edu
- **International Victimology Website**  
www.victimology.nl

- **The International Association of Forensic Nurses**  
[www.forensicnurse.org](http://www.forensicnurse.org)
- **MedLine PubMed** (searches medical literature)  
[www.medlineplus.gov/](http://www.medlineplus.gov/)
- **National Criminal Justice Resources Services**  
[virlib.ncjrs.org/DoJ](http://virlib.ncjrs.org/DoJ)
- **National Women's Health Information Center**  
[www.4woman.gov/](http://www.4woman.gov/)
- **National Online Resource Center on Violence Against Women**  
[www.ojp.gov/vawo/nac/welcome.html](http://www.ojp.gov/vawo/nac/welcome.html)
- **State Sexual Assault Coalitions.**  
<http://www.mincava.umn.edu/documents/sexualassaultcoalitions/sexualassaultcoalitions.html> (2003)
- **MINCAVA Electronic Clearinghouse** (information and resources on violence: provides links to related resources. Website: <http://www.mincava.umn.edu/>(2005)

