



**VICTIM WITNESS ASSISTANCE CENTER
GENERAL ORDER #21.01**

Adopted: 08/04/2006
Replaces: NEW ORDER

POLICY:

The *Stanford University Department of Public Safety* will cooperate with the Santa Clara County Victim Witness Assistance Center to provide assistance to victims of violent crimes, including acts of domestic violence.

PROCEDURE

- A. The State of California provides funding to local victim centers to provide assistance to victims of violent crimes. In Santa Clara County, the designated local victim center is the Victim Witness Assistance Center, located at 777 North First Street, San Jose. Their phone number is (408) 295-2656.
- B. State law requires the *Stanford University Department of Public Safety* to provide to the Victim Witness Assistance Center, upon request, a copy of incident reports giving rise to claims for compensation from the state by victims of violent crime. The *Stanford University Department of Public Safety* may, in its discretion, withhold the names of witnesses and informants if the release of such names would be detrimental to the parties or to an investigation currently in progress.
- C. The Victim Witness Assistance Center provides the services of a victim advocate to the *Stanford University Department of Public Safety* via the *Sheriff's Office*. The victim advocate must complete a background investigation by the *Sheriff's Office* and has received training regarding the criminal justice system.
- D. The *Stanford University Department of Public Safety* shall provide to the victim advocate access to the names and addresses of violent crime victims in order to mail them information on how to make a claim with the state for compensation. To

obtain the

names and addresses, the victim advocate has access to *copies of SUDPS crime reports forwarded to* the Sheriff's Office Domestic Violence Unit. The Domestic Violence Unit is responsible for providing training and assisting the victim advocate in gaining access to *SUDPS crime reports as needed.*

A handwritten signature in black ink that reads "Laura Wilson". The signature is written in a cursive, flowing style.

**LAURA WILSON
DIRECTOR**