



# PATROL GUIDE

Section: Command Operations		Procedure No: 212-125	
<b>CRIME VICTIM ASSISTANCE PROGRAM (CVAP)</b>			
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**PURPOSE** To provide guidelines to members of the service regarding the Crime Victim Assistance Program (CVAP).

**DEFINITIONS** CRIME VICTIM ASSISTANCE PROGRAM (CVAP) – The Department, in collaboration with Safe Horizon, has implemented a program that places trained victim advocates inside Department facilities Citywide, in order to expeditiously connect crime victims with relevant services, including counseling, financial compensation, etc.

CVAP ADVOCATE – Crime victim and domestic violence advocate who is part of CVAP, and is employed by Safe Horizon to work in precincts and police service areas to provide support to victims after crimes are reported.

COMMUNITY ASSISTANT – Civilian member of the service who assists CVAP Advocate and performs clerical duties.

**PROCEDURE** When relevant services are to be offered to crime victims in regard to CVAP:

- OPERATIONS COORDINATOR**
1. Supervise command Crime Victim Assistance Program (CVAP).
  2. Confer with Police Academy Vest Unit to procure protective vest for CVAP Advocate.
    - a. Comply with *P.G. 204-18, “Protective Vests”* and *P.G. 204-19, “Protective Vest – Use/Maintenance and Reserve Supply,”* as required.
    - b. Store vests in a secure location, as appropriate.
  3. Direct CVAP Advocate to wear ballistic vest while conducting visits with domestic violence officers or neighborhood coordination officers.
    - a. CVAP Advocates are not permitted to accompany uniformed members of the service on visits to a location where there is an open **COMPLAINT REPORT (PD313-152)**, or where a wanted perpetrator may be present.

**PRINCIPAL ADMINISTRATIVE ASSOCIATE** 4. Assist operations coordinator in supervision of CVAP, as appropriate.

**DESK OFFICER** 5. Make Command Log entry when CVAP Advocate is present for duty, leaves or returns to precinct or police service area for any reason, and at end of tour.

- COMMUNITY ASSISTANT**
6. Report to desk officer at commencement and end of tour.
  7. Advise desk officer when leaving command for any reason.
  8. Review **COMPLAINT REPORTS** and **New York State Domestic Incident Reports (DCJS-3221)** in Finest Online Records Management System (FORMS) at beginning of tour.