



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 616 – Crime Victim Notification Program

Office with Primary Responsibility:	SSO	Effective Date:	July 31, 2010
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Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	2
Forms Referenced in Procedure:	SAPD Form #91	Related Procedures:	None

.01 INTRODUCTION

- A. This procedure establishes guidelines for allowing complainants or victims of certain crimes to be notified of the release from custody of adult persons arrested for allegedly committing those crimes.
- B. This procedure does not govern the arrest of juveniles for allegedly committing crimes applicable to this procedure.

.02 TERMINOLOGY *(For specific use within this procedure, see Glossary)*

Victim Information and Notification Everyday (VINE)

VINE Pin Number

.03 CRIMES APPLICABLE FOR VINE PROGRAM

The following type of crimes shall be applicable to the VINE Program:

- A. Any crime resulting in death or serious bodily injury;
- B. Any crime where death, serious bodily injury or retaliation in the future is threatened;
- C. Domestic Violence;
- D. Sexual Assault; and
- E. Stalking.

.04 COMPLAINANT/VICTIM NOTIFICATION OF VINE PROGRAM

- A. Any officer assigned primary report responsibility for any crime listed in Section .03 where an arrest is made shall notify the complainant or victim of the existence of the VINE Program.
- B. Any officer assigned follow-up responsibility for filing an “At Large” charge for any crime listed in Section .03 shall contact the complainant / victim to obtain information to complete the VINE Pamphlet.
- C. An explanation of the Vine Program is available in the pamphlet titled, *Victim Information and Notification Everyday*, available in both English and Spanish. All complainants or victims of crimes listed in Section .03 of this procedure will be given a copy of the VINE Pamphlet.
- D. Complainants or victims who refuse to participate in the VINE Program are advised that they may enter the VINE Program at any time by contacting the Victims Advocacy Office of the Department.

.05 COMPLETING THE VINE PAMPHLET

- A. Officers shall complete the below information of the VINE Pamphlet titled, *Your Case Information*:
 - 1. Arresting agency;
 - 2. Case Number;



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3. Officer's name;
 4. Defendant's name; and
 5. VINE Pin No. to be selected by complainant, victim, or officer. If complainant/victim refuses to participate in the VINE Program, no VINE Pin Number is entered.
- B. After completing the VINE Pamphlet where an arrest is made, officers give the pamphlet to the complainant/victim according to the following situations:
1. A pamphlet to each complainant/victim;
 2. If multiple arrests are made, the officer completes a pamphlet for each arrested person and the multiple pamphlets are given to the complainant/victim; or
 3. If multiple complainants/victims are present, the officer completes a pamphlet for each complainant/victim.
- C. After completing the VINE Pamphlet where an "At Large" charge is filed, the officer will attach the VINE Pamphlet to the back of Charge and Disposition form (C and D).

.06 COMPLETING THE BOOKING SLIP

- A. Officers making an arrest for an offense applicable to this procedure shall complete the necessary information in the preprinted box on the back of SAPD Form #91, *Temporary Record of Arrest* (Booking Slip). The necessary information includes the following:
1. Case number;
 2. Notification phone number (provided by complainant/victim);
 3. VINE Pin Number (same as VINE Pin Number on VINE Pamphlet); and
 4. If multiple complainants/victims are present, the officer completes the back of a separate booking slip for each complainant/victim and each charge against the arrested person.
- B. If the complainant/victim refuses to participate in the VINE Program, the Box titled, *Victim Declines Notification*, is checked and the complainant/victim is requested to sign the back of the booking slip above the Victim Declines Notification Box.

.07 OFFICER REPORT and VICTIMS ADVOCACY OFFICE RESPONSIBILITIES

- A. Officers arresting by warrant any person wanted for any offense listed in Section .03 shall route a copy of the incident report to the applicable follow-up investigative unit.
- B. The Victims Advocacy Office shall also start the VINE Notification Program process for any complainant/victim who initially refused to participate in the program, but now wishes to be notified when an arrest is made.