



## Division of State Patrol Policy and Procedure

Number

# 14-4

Subject

**CRIME VICTIM RIGHTS**

Author/Originator

Bureau of Field Operations

Approved by

**Superintendent**

*Timothy Carnahan*

Records Management Statement

### 1. POLICY

It is the policy of the Division of State Patrol (DSP) to ensure that the Division complies with statutes concerning Crime Victim Rights.

### 2. AUTHORITY

Section 950.08(2g), Wis. Stat. mandates, "No later than 24 hours after a law enforcement agency has initial contact with a victim of a crime that the law enforcement agency is responsible for investigating, the law enforcement agency shall make a reasonable attempt to provide to the victim written information..." regarding their rights.

### 3. OBJECTIVES

The objective of this policy is to establish the procedure for notifying victims of crimes of their rights under Wisconsin law.

### 4. DEFINITIONS

- 4.A **Crime** – as defined by s. 950.02(1m), Wis. Stat.
- 4.B **Division** – Division of State Patrol, Wisconsin Department of Transportation.
- 4.C **Investigating DSP Officer** – the primary officer leading the DSP involvement in any incident that may result in criminal prosecution. This is generally the officer that initiated the incident or the primary officer presenting charges to the District Attorney's Office.
- 4.D **Sensitive Crimes** – any potential violation of s. 940.22, 940.225, 940.302, 948.02, 948.025, or 948.05 to 948.11, Wis. Stat.

4.E **Victim** – as defined by s. 950.02(4), Wis. Stat.

4.F **Victim Advocate** – as defined by s. 950.02(4g), Wis Stat

## 5. PROCEDURE

5.A In the event a member of the DSP is interviewing a potential victim of a sensitive crime, the victim has the right to be accompanied by a victim advocate.

5.B Investigating DSP Officer

5.B.1 On response to an incident wherein a person or business may be the victim of a crime which may result in prosecution, the investigating DSP officer shall provide a completed “Information For Victims of Crime In Wisconsin” sheet for the correct county with their name, Region or Post phone number, date of the incident, and assigned CFS number to all potential victims of such crime within twenty-four (24) hours of initial contact. “Information For Victims of Crime In Wisconsin” sheets are found on the WSP Knowledge Base.

5.B.2 The investigating DSP officer shall note in the eSP4500 Offense/Incident Report narrative that the completed Information For Victims of Crime In Wisconsin sheet was provided to each potential victim within twenty-four (24) hours of the initial contact.

5.C Reviewing Supervisors

5.C.1 A supervisor reviewing reports will ensure that notation is made where necessary regarding the Information For Victims of Crime In Wisconsin sheet being given out in a timely manner. Any failure will be brought to the immediate attention of the reporting officer and his/her supervisor for correction.

5.D Court Officers:

5.D.1 Court officers shall ensure that information under the Contact Information and Victim Services for the counties they represent are true and accurate. When corrections need to be made the court officer shall work with the designated member of the Public Safety Technology Services section, commonly referred to as DSPIT, to make updates and have the updated forms posted to the designated SharePoint repository.

## 6. REFERENCES

Chapter 950, Rights of Victims and Witnesses of Crime  
eSP4500, Offense/Incident Report  
Information for Victims of Crime in Wisconsin Form