

CRIME VICTIM COMPENSATION

Application

- Special application for mass criminal incident can be extremely helpful to identify claims associated with mass incidents.
- Type in crime information or crime code that will stand for this incident prior to printing.
- Review application to eliminate unnecessary benefits that will not relate to crime (e.g. Doors, locks, windows).
- Print application in special color that will be easy to identify.
- Distribute as quickly as possible to law enforcement coordinators or their designated points of contact.
- Electronic sites may be created quickly to disseminate information to the community and victims. It may be a good idea to contact the creator of these sites and ask them to post the special application for victims.

CCVC

- Prior to entering claims, create a crime code specific to this incident for statistical purposes later. **Remember, once these codes are entered into CCVC they will remain in CCVC. This code can be created in CCVC through Utilities/Crime Editor. Make sure that the Row/Column associates to the category for which the crime would normally flow into. For example, homicide will utilize Row/Column 2a, Assault will utilize Row/Column 1a.
- Create special payment codes that may also be utilized at a later date for statistical reports (XXX number of people received mental health, medical payments, etc.) These codes can be created in CCVC under Utilities/Payment Type Editor. If you are unfamiliar with how to create a payment code, please contact the Anthony Tilger at the Division of Criminal Justice to discuss funding options or another administrator.
- Create a general crime description that can cut and paste and distributed to CVC staff that will be entering applications. Some Boards may also choose to just list the crime code specific to this incident.
- To enter claims in a timely fashion, coordinators and/or staff from other districts may be able to assist your office. It may be best to meet with your IT to have extra work stations available.

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Financial needs

- Contact Anthony Tilger at the Division of Criminal Justice to discuss funding options.
- Your policies may direct you to call a special meeting and implement financial limits based on projected number of victims.
- Special financial programs may be created to assist victims with their needs. It may be best to host a round table meeting to discuss CVC limits so that payments categories are not duplicated.

Policies

- Special policies allow coordinators to implement faster processing and limited administrative authority for purposes of assisting a large number of victims in an expedited manner. In addition, financial resources may require Boards to adjust payment limits.
- If your district has already implemented policies on mass criminal incidence, review policies for implementation of special limits as indicated. Some policies will direct coordinators to call a special meeting for review of financial requirements and adapt payments as necessary.
- For assistance in creating mass criminal incident policies, contact Anthony Tilger at DCJ.
- Once financial limits have been established, create a simple sheet for distribution to law enforcement advocates that may be distributed to on-scene advocates or victims as needed.

Outreach to Victims

- Your office will need to decide what special outreach methods, if any, need to be taken. It may be helpful to meet with the law enforcement coordinator.
- Meet with law enforcement advocates to review outreach and address any potential holes that need to be filled.
- Some ideas for immediate outreach: Provide special applications directly to hospital advocates/law enforcement points of contact as hospital; have direct communication with call centers for ability to send applications, review websites in which you might link your CVC page or post the special application for victims.

Support Services for staff

- Discuss limiting exposure of media articles/newscasts with staff.
- Have mandatory daily briefings or check in meetings.
- Know your mental health resources in the area. It may be best to ask a therapist to come to the office for staff meetings.

Information to Media

- Meet with your DA to decide the best way to disseminate information.

- If your office requests you to have any contact with outside media, know what specific information your office would like you to provide.
- Discuss media policies with staff so they are aware of where to direct inquiries.
- Reports can be created through CCVC to determine financial amounts and numbers of claims that have been submitted.