Law Enforcement-Based Victim Services –

*Template Package IV:*

Pamphlets
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Revised July 2021
Introduction

Victim-centered responses and services are vital to the safety, stability, and healing of crime victims, as their use can ultimately reduce and prevent future victimization. In 2018, to support the development of law enforcement-based victim services in the United States, to strengthen their capacity, and to support partnerships with community-based programs, the U.S. Department of Justice, Office for Victims of Crime (OVC) launched the Law Enforcement-Based Victim Services & Technical Assistance Program (LEV Program). Providing training and technical assistance for the LEV Program, the International Association of Chiefs of Police (IACP) aims to enhance the capacity of law enforcement-based victim services by providing guidance on promising practices, protocols, and policies to support victims’ access to their legal rights and the services and responses they need.

The IACP is committed to shaping the future of the police profession. Through timely research, programming, and unparalleled training opportunities, the IACP is preparing current and emerging police leaders—and the agencies and communities they serve—to succeed in addressing the most pressing issues, threats, and challenges of the day.

Prior Publications & Accompanying Webinars

The LEV Program aims to guide agencies to provide high-quality services (coordinated, collaborative, culturally responsive, multidisciplinary, and trauma-informed) that address the broader needs and rights of all crime victims. The following publications can assist in these efforts.

- *Establishing or Enhancing Law Enforcement-Based Victim Services—What Are the Key Considerations?* and the accompanying *Key Considerations Checklist* provide provisional guidance to agencies establishing or enhancing services to victims. These two publications include an overview of foundational topics for law enforcement-based victim services. Future publications in this series will expand on each area of focus.

- *Victims’ Rights Jurisdiction Profiles* provide state-specific information on the intersections of victims’ rights and communication with victim services personnel.

- *Establishing or Enhancing Law Enforcement-Based Victim Services – Advocacy Parameters & Documentation* discusses the structure of law enforcement-based victim services, personnel supervision, service delivery, and documentation.

To supplement the publications, IACP developed a virtual training series, which is accessible through the LEV webpage. Each topic covered has content intended for sworn personnel and content intended for program personnel. This model promotes a thorough understanding of the intricacies of victim services at all levels of a law enforcement agency.

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Law Enforcement-Based Victim Services – Template Package IV

Explanation of Templates

Whether establishing or enhancing a law enforcement-based victim services program, creating victim resources is critical. Pamphlets can be a valuable tool for victim services personnel to use with victims and witnesses of crime. While not a replacement for advocacy, pamphlets can be a complementary tool for victim services personnel to engage victims in conversations about their rights, the criminal justice system, and available resources. They can also help ensure victims have needed information to refer to throughout their participation in investigation and court processes. This document provides pamphlet templates to serve as a starting point for agencies but is not an exhaustive list of resources. These templates were developed through a review of documents from existing law enforcement-based victim services programs. All templates should be carefully reviewed to ensure information is consistent with agency, statutory, and constitutional requirements within the local jurisdiction.

Many of the pamphlet templates include customization recommendations. These recommendations appear in brackets and are italicized (e.g., [Insert Agency logo]). Please follow these recommendations and then remove the bracketed information before disseminating the completed pamphlets. There are also two types of footnotes in the pamphlet templates. The first footnotes are citations, which are written in non-italicized font and should be left on the pamphlets when disseminated. The second footnotes are customization recommendations which appear in brackets and are italicized. These footnotes may appear as, “1 [Agency should review state statutes and update as appropriate.]” Please follow these recommendations and then remove the italicized footnote recommendations before disseminating the completed pamphlets.

Accessibility should be considered when customizing pamphlets. Providing printed pamphlets to victims, witnesses, survivors, and co-victims upon initial contact with law enforcement and/or victim services personnel is recommended. Relevant resources and information should be provided. Additionally, making pamphlets available online allows victims to access the information if a pamphlet is misplaced, if the victim is searching for options available with or without reporting to law enforcement, or to accommodate other victim needs (e.g., enlarging font for easier reading or sending through a PDF reader).

Victim safety and privacy should also be considered. Agencies should think through victim safety and privacy factors since written communication can be received or intercepted by people other than the victim. While all the attached templates are written in English, agencies are encouraged to consider translating them into other languages represented in their communities. Agencies can work with community partners, seek grant funding, and/or use agency funds for translation services, including translation into Braille. Accessibility of these pamphlets is critical. Connecting victims, witnesses, survivors, and co-victims to information and resources will support them in their efforts to engage in the criminal justice process, seek needed services, or even simply process or validate their emotions.

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2 For additional information and resources on language access for victims, please visit Asian Pacific Institute on Gender-Based Violence: Language Access, Interpretation, and Translation and Limited English Proficiency: Language Access Planning.
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Preceding this document, the following template packages have been published—

- **Template Package I: Getting Started** provides victim services personnel job descriptions, interview questions, code of ethics, and personnel standards and responsibilities.
- **Template Package II: Protocols & Documentation** provides samples of victim services protocols and documentation.
- **Template Package III: Student Interns & Volunteers** provides templates focused on recruiting, screening and selection, training, supervision, and other agency considerations for student interns and volunteers.

### Definitions

Throughout this document series, the following definitions will apply. They were selected through a review of documents in the field including those from existing law enforcement-based victim services programs:

Throughout this document series, the following definitions will apply:

- **Advocacy** – actions to actively support a cause, idea, policy, or position
  - Individual advocacy – actions aimed at direct services for victims
  - Systemic advocacy – actions to improve overall system responses and outcomes for all victims
  - Community-based advocacy – actions by those who work for private, autonomous, often nonprofit organizations within the community
  - System-based advocacy – actions by those employed by public agencies such as law enforcement, prosecutor’s office, or some other entity within the city, county, state, or federal government

- **Agency** – the police department, sheriff’s office, campus police department, prosecuting attorney’s office, state attorney’s office, or other governmental criminal justice entity that is employing victim services personnel

- **Crime Victim Compensation** – a state-based\(^3\) reimbursement program for victims of crime, found in every U.S. state and territory, but with eligibility criteria and specific benefits that are unique to each state

- **Death Investigation Agency** – the local government office that is specifically trained to investigate the pathology of death

\(^3\) There are currently two states, Arizona and Colorado, that administer victim compensation funds using a decentralized system.

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• **Domestic Violence** – intended to be used as an umbrella term to capture all types of abuse or neglect between family members, former or current intimate partners, or individuals cohabiting. Across the United States criminal codes have utilized different terms, including domestic battery, domestic abuse, domestic assault, family violence, etc.

• **Mandated Reporting** – obligations per state law about concerns of abuse, neglect, or exploitation of minors or elder or vulnerable adults

• **Professional Personnel** – non-sworn or civilian law enforcement agency personnel (e.g., victim services, front desk, crime scene, records, communications/dispatch)

• **Protection Orders** – a civil order that provides protection from abuse or harm to a victim/plaintiff/petitioner by a respondent. Typically, there are qualifying conditions for obtaining an order, including the relationship between the victim and the respondent being family (blood or marriage), a former or current intimate partner, share a child together, or a co-habitant. Other terms used for protection order include restraining order, protection from abuse order, protective order, etc.

• **Sexual Assault** – intended to be used as an umbrella term to capture all types of sexual violence crimes or crimes of a sexual nature. Across the United States criminal codes have utilized different terms to classify sexual violence, including sexual assault, rape, sexual battery, involuntary deviate sexual intercourse, indecent assault, institutional sexual assault, statutory sexual assault, etc.

• **Trauma-Informed** – an approach involving educating victims, service providers, and the general community about the impact of trauma on the health and well-being of victims; attending to victims’ emotional and physical safety; and using resources, services, and support to increase the ability of victims to recover. To fully develop a trauma-informed response, all disciplines must be involved in response efforts (dispatch, patrol, investigators, supervisors, nurses, advocates, prosecutors, legal services, victim services personnel, and others providing services to victims) and acknowledge the impact of historical, intergenerational, and personal trauma.

• **Victim-Centered** – an approach placing the victim at the center of all decisions regarding victim recovery and involvement with the criminal justice system, focusing on victim’s choice, safety, and well-being and how the needs of the victim are everyone’s concern

• **Victims’ Rights**—language included in constitutions, statutes, rules, and policies that vary by state and define legal responsibilities related to victims of crime, affording them independent, participatory status in the criminal justice system

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5 Ibid.
• **Victim Information and Notification Everyday (VINE)** – an online platform that provides victims and other individuals reliable information regarding offender’s custody status. This service can be accessed 24 hours a day, seven days a week without charge. The VINE service provides information by phone, email, TTY, and text message.

• **Victim Services Personnel** – personnel (paid or unpaid) designated to provide law enforcement-based program oversight, crisis intervention, criminal justice support, community referrals, and advocacy on behalf of crime victims, witnesses, survivors, and co-victims.

• **Victim Services Unit (VSU)** – the unit within the law enforcement agency that houses the victim services personnel.

• **Victim, Witness, Survivor, Co-Victim** – any person (minor or adult) who directly experiences or is impacted by a crime or criminal activity.
  - **Victim** is an individual who is an independent participant in the criminal case under federal or state victims’ rights laws, denotes a person’s legal status (unavailable to the general public), and defines the level and extent of participation that the individual is entitled to in the criminal matter.
  - **Witness** is an individual who has personal knowledge of information or actions that are relative to the incident being investigated.
  - **Survivor** is often used interchangeably with “victim” when conveying context related to resilience and healing.
  - **Co-Victim** is an individual who has lost a loved one to homicide, including family members, other relatives, and friends of the decedent.
Coping with Special Occasions

When a significant person to you is missing during special occasions, you are likely to experience sadness or grief. These feelings can vary with the individual and may range from sadness to depression. Time is often required to heal these feelings, but it is possible to cope and move forward.

Benefits of Counseling

Some benefits of seeking counseling:

- Gaining tools and strategies can help you to continue developing healthy habits and relationships.
- It can help you to develop skills to manage the negative physical, psychological, and emotional effects that grief can have on your life.
- You can explore the impact of grief on your life and learn how to cope with the feelings of grief.
- It can provide a safe and supportive environment to explore your feelings and work through them.
- You can learn how to manage the physical and emotional symptoms of grief.

About the Process

What grief is a normal response to loss, it can produce unexpected feelings and behaviors.

- Each person will grieve in their own way. There is no formula. Your grief experience is a normal part of your unique human response.
- Although grief is an individual response to loss, it is important to understand the context of the grieving process. The grieving process involves moving through a series of stages. It is normal to move through the stages in your own order and at your own pace. Each stage can last a different amount of time depending on the individual. It is normal for a person to revisit certain stages in their grieving process as the grieving process continues.

Stages of Grief

Initially, you may experience sensations (no order)

- DENIAL: In the denial stage, you may refuse to believe what has happened. In your mind, you may continue to think about the person as if they were alive. Grief counselor can help you to talk about this stage.
- ANXIOUS: You may experience feelings of loneliness. You may ask questions on fear or defensiveness. Learning about others for your loss can be comforting. Be aware of these feelings and try to understand why you may have them.
- ANGER: You may experience feelings of anger. You may feel a sense of anger or frustration. Learning about others for your loss can be comforting. Be aware of these feelings and try to understand why you may have them.

What May Help

Although each individual experiencing grief will respond differently, the following tips may help:

- Set realistic goals.
- Learn ways to express your emotions, such as sharing your feelings with others or expressing your emotions in other ways.
- Engage in regular physical activity when you feel like it.
- Maintain a proper diet and exercise to maintain a healthy lifestyle.

Resources

Local Resources

- [Agency] Victim Services (address) [phone number]
- [Name of other relevant local resources]

National Resources

- Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline 1-800-662-HELP (4357) [www.samhsa.gov]

Additional resources can be found by visiting the Department of Health and Human Services website at [www.hhs.gov]

- [Insert Agency logo]

Name/ID Number:

[Redacted]

About the Grief Process

Using the steps, you may find that you are helping to reduce the stress and anxiety you may be experiencing.

DEPRESSION: Some people may experience feelings of depression. They may feel hopeless, sad, or empty. Some people may experience feelings of anger and irritability.

ACCEPTANCE: While you may have difficulty facing the pain of loss, it is important to understand that acceptance is not an easy process. It takes time to get to this point.

As you move through the stages of grief, you may experience different emotions throughout.

- Grief counseling is a great way to help you adjust to your loss. It can be helpful to talk to a professional to help you work through your feelings.
- You can seek support from others who have experienced similar losses. It can be helpful to talk to others who have experienced similar losses.
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Finely tuned experience.

Rediscovering from grief: At some emotional distance, you may begin to regain your energy and interest for the future.

Agencies are encouraged to review Adult Grief and Feelings of Loss Pamphlet when developing this resource.
Agencies are encouraged to review *Adults and Trauma Pamphlet* when developing this resource.
Agencies are encouraged to review *After a Burglary Pamphlet* when developing this resource.
**After a Robbery**

**Pamphlet**

Agencies are encouraged to review **After a Robbery Pamphlet** when developing this resource.
Who Can Help?
Agencies and victim services can assist you with information regarding victim rights, crime victim compensation, case closure, navigation of the criminal justice system, and referrals to appropriate community resources or agencies according to your specific needs.

Resources
Local Resources
[Insert Local Resource Information]

National Resources
[Insert National Resource Information]

After an Assault Pamphlet

Agencies are encouraged to review After an Assault Pamphlet when developing this resource.

Documentation

Judicial System

Benefits of Counseling

Some benefits to seeking counseling:

• Coping skills and strategies can help you to cope with day-to-day activities and relationships.

• Establishing a support network can help to decrease the impact of physical and psychological symptoms.

• Legal and financial issues can be significantly alleviated through counseling experiences.

• In a confidential setting, you can discuss topics such as:
  • Safety planning and options for the future.
  • The event and how it made you feel.
  • Legal and judicial decisions.

Common Reactions

Common reactions to an assault may include:

• Shock
• Fear
• Anger
• Helplessness
• Entitlement
• Sense of insecurity
• Guilt


Injuries

You may have injuries because of this experience that you did not notice at the time. These include injuries for which recovery may be difficult. Follow-up evaluations of these injuries.

The need for maximum recovery changes as the situation changes. If you do not have visible injuries, it does not mean you have avoided them. Ask your doctor or health-care provider for more information.

Any unreported physical or sexual assault includes a symptom of the assault. If you do not have visible injuries, you should consult with a doctor or health-care provider to determine if there is medical evidence of assault.

If your doctor or health-care provider does not see any injuries, there may still be evidence of assault in your system. If you do not have visible injuries, it is important to consult with a doctor or health-care provider to determine if there is medical evidence of assault.

Injuries can be difficult to notice, even if you do not have visible injuries. Ask your doctor or health-care provider for more information.

This may be your first encounter with law enforcement. It is normal for people to expect that what has happened is not as serious as it is.

There are two assessments that are done at a hospital or emergency room. These assessments are done to establish the type of assault that occurred and to assess the risk of your assault. These assessments are done to establish whether you need immediate medical attention and to assess the risk of your assault.

Your injury is important because it can be related to the assault. It is important to consult with a doctor or health-care provider to determine if there is medical evidence of assault.

Injuries can be difficult to notice, even if you do not have visible injuries. Ask your doctor or health-care provider for more information.

Benefits of Counseling

Some benefits to seeking counseling:

• Coping skills and strategies can help you to cope with day-to-day activities and relationships.

• Establishing a support network can help to decrease the impact of physical and psychological symptoms.

• Legal and financial issues can be significantly alleviated through counseling experiences.

• In a confidential setting, you can discuss topics such as:
  • Safety planning and options for the future.
  • The event and how it made you feel.
  • Legal and judicial decisions.
Agencies are encouraged to review [Basic Needs Pamphlet] when developing this resource.
Templates for Child Grief and Feelings of Loss Pamphlet

Benefits of Counseling
Children may benefit from talking to a counselor to help them:
- Talk about the event and how it made them feel.
- Learn coping skills to decrease the negative physical, psychological, and emotional effects that the event may have on them.

Who Can Help?
[Agency name] counselors can assist you with information regarding service, support, and helping others through grief counseling, support services, or other resources.

Resources
Local Resources
Direct Care Line: [Contact number]
[Agency name] website: [Website]

National Resources
[Contact information for national resources]

Common Responses
When a loved one dies, children often react differently than adults. Children may also be more sensitive to the signs of grief and may experience reactions such as crying, clinginess, and withdrawal. It is important to recognize that children may also experience grief and to provide support.

Thoughts and Behavior

- Children are still learning to deal with the news, and their reactions may be unpredictable.
- They may ask questions repeatedly.
- They may have trouble sleeping or eating.
- They may express feelings of anger, sadness, or confusion.

What May Help

- Be aware of your feelings about loss and death.
- Encourage your child to express their feelings and ask questions.
- Allow your child to comfort their feelings and ask questions.
- Encourage your child to express their feelings and ask questions.
- Encourage your child to express their feelings and ask questions.

Agencies are encouraged to review the "Child Grief and Feelings of Loss Pamphlet" when developing this resource.
Agencies are encouraged to review the Child Support and Custody Pamphlet when developing this resource.
Agencies are encouraged to review *Children and Sexual Abuse Pamphlet* when developing this resource.
Agencies are encouraged to review *Children and Trauma Pamphlet* when developing this resource.
Agencies are encouraged to review Choosing to Stay in an Abusive Relationship Pamphlet when developing this resource.
TEMPLATE – Co-Victims of Homicide Pamphlet

Judicial System

This may be your first involvement with any enforcement with judicial system. It may seem difficult or complex. You or your loved one may have already had a court appearance. Involvement in these matters is complex. Unless you are very familiar with these matters, you should consult with a legal professional.

Some resources in your area may be able to help you understand your rights.

Benefits of Counseling

Some benefits to seeking counseling:
- Gaining insight into your past experiences and the present
- Understanding your reactions to stress and trauma
- Identifying and developing coping strategies
- Enhancing your self-esteem and confidence

Who Can Help?

[Agency information]
- Victim services can assist you with information regarding victim services, Crime Compensation, and/or services, including the criminal justice system, and referrals to the appropriate community resources or helping professionals or organizations according to your specific needs.
- Resources

Local Resources
- [Agency name] Department (name) [Phone number] (name)

National Resource
- Victim Information and Notification [website]
- [Phone number]
- [Agency name] Department (name)
- [Phone number]

Companion Support
- [Website]
- [Phone number]

National Network for Victims Assistance
- [Phone number]
- [Website]

If you have lost someone you know in a homicide, your life has been changed forever. Your anger and pain can be overwhelming. The journey is long and difficult. The healing process takes time. You will need professional and personal support to begin to recover from this trauma. It is very important to understand your rights.

Common Responses

If you experience common reactions as a part of your healing:

- Anger
- Guilt
- Shock
- Fear
- Depression
- Helplessness
- Isolation
- Difficulty concentrating
- Loss of appetite
- Nausea
- Excessive crying
- Difficulty sleeping
- Difficulty thinking

SEARCH FOR UNDERSTANDING – You will probably experience a great deal of discomfort when you realize that those who died in your life were killed by someone else. You may also feel a sense of entitlement to the love and support that you are missing. You may also feel like you need to explain why you are feeling this way.

If you feel that you need to talk about your experiences, please contact your local victim services.

Coping with Reactions of Others

Each person is an individual, living different lives, facing different challenges, and dealing with their own grief. It is essential to realize that, at some point in your life, you will encounter people who are not familiar with you. You may have to deal with different people. It is important to know that you have rights.

AGGRESSIVE AND HART-STRUGGLING – It is common to experience aggressive and Hart-struggling behaviors from friends and family. It is important for family and friends to support you in your grief. If you have experienced aggressive and Hart-struggling behaviors from friends and family, it is important for you to communicate with your friends and family in a way that is comfortable for you.

In many cases, you may feel that you are being put on a pedestal or being looked down on. It is important for you to communicate with your friends and family in a way that is comfortable for you.

The Nurturing Environment – Nurturing environment provides a safe and supportive environment where you can express your feelings and needs. It is important for you to communicate with your friends and family in a way that is comfortable for you.

Recovery – Recovery is a process of self-discovery and healing. It is important to understand that you will not recover from your loss immediately. It is important to understand that you will not recover from your loss immediately. It is important to understand that you will not recover from your loss immediately.

Agencies are encouraged to review Co-Victims of Homicide Pamphlet when developing this resource.
Agencies are encouraged to review *Crimes Against Children: A Guide for Non-Parents Pamphlet* when developing this resource.
Agencies are encouraged to review **Crimes Against Children: A Guide for Parents Pamphlet** when developing this resource.
How to Report…

If you suspect abuse of an older or vulnerable adult, do not hesitate to report it. If you observe any harm (e.g., injuries,وبنات, medical professionals, electronically), please contact the agency:

Contact the enforcement agency (OJO/Adult/Health agency)

To Report Abuse in Oregon (OJO/Adult/Health agency)

[insert contact information]

Protect elders from harm (human rights, vulnerability, medical needs, financial needs, health issues)

Who Can Help?

Agencies Victim Services are assess and information regarding elder abuse, Crime Victim Compensation, legal advice, navigation of the criminal justice system, and support to the appropriate community, including helping witnesses or representatives according to your specified needs.

Resources

Local Resources

[insert local resources]

[local resource information]

National Resources

[insert national resources]

[www.resource.com]

Administration for Community Living

U.S. Department of Health and Human Services

[www.al.gov]

Name/ID Number:

Direct Number:

What is Guardianship?

Guardianship is a legal process used to protect adults who are unable to protect their own interests. The guardian is a court-appointed person or entity, such as a court agency, that makes decisions on behalf of the adult who is unable to provide their own care.

If you have questions about the role of a guardian or how to become a guardian for someone you know, contact your international agency or office.

Crimes Against Older and Vulnerable Adults Pamphlet

Pamphlets are encouraged to review Crimes Against Older and Vulnerable Adults Pamphlet when developing this resource.
Agencies are encouraged to review *Death Investigations Pamphlet* when developing this resource.
Evictions and Lease Terminations Pamphlet

Resources

Local Resources
[local resources listed]

National Resources
[access information and notification for landlords]

U.S. Department of Housing and Urban Development
[HUD]

Housing Assistance
[contact information for housing assistance]

HUD Economic Development
[contact information for economic development]

National Women's Law Center
[contact information for women's law center]

Evictions and Lease Terminations

Who Can Help?

[agency list provided, victim resources available]

Agencies are encouraged to review Evictions and Lease Terminations Pamphlet when developing this resource.

The Eviction Process

There are many reasons landlords might need information about the eviction process. The following is a list of some of the most important legal rights for tenants.

- Evictions may be filed by the landlord or the tenant depending on the nature of the dispute. The eviction process is the legal way to remove a tenant from a rental property.
- A court date will be set at the time the eviction is filed with the court. This date will appear on the tenant's notice. Both parties are expected to appear at that date and time.
- Any continuance requests must be in writing, timely, and approved by the judge.

- A default judgment may not be entered against a tenant in a court case. If the tenant does not appear, the court may enter a judgment by default.
- A judgment for rent is an order from the court that the tenant must pay the landlord for the rent owed.
- If a tenant does not pay the rent, the landlord can apply for an eviction order in the court system.
- An eviction order is a court order that authorizes the landlord to remove the tenant from the rental property.

Lease Terminations

Due to safety concerns, robberies, fire, and abuse of domestic violence, lease terminations are often required. Lease terminations must be provided to the tenant and approved by the court. Tenants can obtain legal assistance by contacting the appropriate tenant assistance organization.

- A notice of eviction is a letter or email that informs the tenant of the reason for the eviction.
- A notice of eviction is required by law to give the tenant notice of the action being taken.
- A notice of eviction must be in writing and signed by a licensed attorney or another authorized person.
- A notice of eviction must be delivered to the tenant at the tenant's last known address.

- A notice of eviction must be given to the tenant within a specified time frame.
- A notice of eviction must be given to the tenant in a language that the tenant understands.
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Agencies are encouraged to review Explaining Afterlife Arrangements to Children Pamphlet when developing this resource.
TEMPLATE – Harassment Pamphlet

Judicial System

This is your first involvement with the judicial system. It is very common for people to want what they have seen on television or movies to apply to their current situation. Unfortunately, those expectations are often unrealistic or a distorted snapshot of how things really are.

There are laws and regulations in place aimed at protecting people. Our courts provide education, information, and support that will help reduce your fear and uncertainties, e.g., discussing what to expect when you are court.

Education and information about how the judicial system works, your rights, and your rights to help you manage your process.

Benefits of Counselling

Some benefits of seeking counselling:

- Caring and skilled people can help you to continue and make positive choices.
- Establishing a support network can help to enhance your life in physical, psychological, and emotional ways, and short-term therapy allows you to learn when to remove yourself.
- A confidential setting, you can change safely and at your own pace.
- The event and how it made you feel.
- Safety and legal assistance.

Who Can Help?

Jamestown Hills Services can assist you with information regarding victim rights, crime victim compensation, state and federal representation of the criminal justice system, and referrals to the appropriate community resources or agencies, organizations according to your specific needs.

Harassment

[Agency] Victim Services

(phone number)

[Insert Agency logo]

Resources

Local Resources
[Insert Crime Victim Compensation Agency]
[Insert other relevant name]

National Resources
[Insert Crime Information and Notification Cyber Resource (CRIC)]
[Insert other relevant name]

Stop Harassment

[Insert Crime Victims' Assistance Hotline]

National Domestic Violence Hotline
1-800-799-SAFE (7233)

[Insert other relevant name]

Name/ID Number:

Direct Number:

Harassment Prevention

You are not responsible for the behavior of anyone who is harassing you. There are, however, things you can do to reduce your chances of being harassed in the future.

- Try to keep personal information that is available private, hiding it on the internet.
- Do not give your cell phone number or email address on your social media pages.
- Avoid posting personal settings on your social media pages and consider who you allow access.
- Be careful when picking up your phone when the phone is ringing or someone else.
- Do not reply to messages from people you do not know.
- Know who you are talking to and if you are unsure, call the police.
- If you are feeling overwhelmed, talk to the business, community, or organizations to which you belong.
- Establish your family and friends to support your needs.

Harassment and Children

Children are often susceptible to harassment from their parents. Parents/guardians also have a role in raising children to develop, relate, and appropriately respond to harassment. Children:

- Need to be told about the reality of harassment and how it can happen.
- Need to be taught how to respond to harassment.
- Need to be taught how to deal with the effects of harassment.

Common Responses

If you are or have been involved, you may be affected in different ways. It is common to feel angry, sad, and development. Children may also experience feelings of violation. Everyone reacts to stressful situations differently, so how you and your children are feeling is normal. If your reactions last longer than a few weeks or are interfering with your daily life, you might want to seek professional assistance.

Agencies are encouraged to review Harassment Pamphlet when developing this resource.
Agencies are encouraged to review Human Trafficking Pamphlet when developing this resource.
Agencies are encouraged to review *Intimate Partner Violence Pamphlet* when developing this resource.
Agencies are encouraged to review **Mental Health Pamphlet** when developing this resource.
Agencies are encouraged to review **Personal Safety Plan Pamphlet** when developing this resource.
Agencies are encouraged to review Safety with Technology Pamphlet when developing this resource.
Agencies are encouraged to review Sexual Assault Reporting Options Pamphlet when developing this resource.
Judicial System

This site is the first page of a sexual assault victim services pamphlet. It covers aspects of sexual assault, including support and resources for victims, agencies, and those seeking help. The text mentions the importance of reviewing the pamphlet when creating a sexual assault resource.

Who Can Help?

Agencies are encouraged to review Sexual Assault Pamphlet when developing this resource.

Sexual Assault Pamphlet

[Agency] Victim Services

Address:

Phone number:

Resources

Local Resources

[Insert Local Area Resources]

[Insert other relevant local resources]

National Resources

[Insert National Resources]

Local Area Information and Referral Directory (ISBN:

1234567890)

[Insert Local Area Information and Referral Directory]

Number:

[Insert Direct Number]

Names/Telephone:

Benefits of Counselling

Some benefits to counselling include:

- Coping skills and strategies can help you to continue with your daily activities.
- Establishing a support network can help to decrease the negative effects of sexual trauma.
- Improving your overall mental health, you can discuss topics such as:
  - Safe distancing and escape for a day.
  - The event and how it makes you feel.
  - Stage and after.

Types of Sexual Assault

- Rape is defined by the RIC’s Sexual Assault Crime Act, which makes it an assault where a person is compelled to engage in sexual acts by the use or threat of violence. It can be committed by an acquaintance, stranger, or someone who has a prior relationship with the victim.
- Sexual assault is any sexual act, offense, or attempt that occurs without the consent of the victim.
- Non-consensual sexual acts that occur in a relationship are also considered sexual assault.
- Sexual assault includes a wide range of behaviors, such as sexual intercourse, fondling, oral sex, and acts of violence.
- Sexual assault can occur in a variety of settings, including the workplace, the home, and the street.
- Sexual assault can occur at any age, and it can be committed by anyone, regardless of their gender or sexual orientation.

Time and Patience

Recognize that healing from sexual assault takes time. Give yourself the time you need. Many different reactions are understandable. You may find yourself feeling sad, angry, or even numb. It is normal to have these feelings, and it is important to remember that you are not alone.

Common Reactions

- Feeling of loss of control
- Feeling of helplessness
- Feeling of vulnerability
- Feeling of anxiety
- Feeling of powerlessness
- Feeling of guilt
- Feeling of shame
- Feeling of confusion
- Feeling of anger
- Feeling of pain
- Feeling of fear
- Feeling of/isolated
- Feeling of overwhelmed
- Feeling of/traumatized
- Feeling of/boyfriend

These reactions may occur immediately after the event or come to the surface days, weeks, or months later. You may find that you are overreacting to situations every day, and this can be frustrating. You may find that you are experiencing strong emotions and have trouble controlling your reactions. If you are experiencing any of these reactions, it is important to remember that you are not alone.

Agencies are encouraged to review Sexual Assault Pamphlet when developing this resource.
Children’s Sleep Problems

Children vary in the amount of sleep they need and the amount of time it takes them to fall asleep. Here are some tips to help you understand and address your child’s sleep needs:

- Establishing a regular bedtime is crucial.
- Limiting the use of cell phones or other electronic devices before bedtime is important.
- Setting a consistent daily schedule for children can improve their sleep patterns.
- Avoiding long days for children during the day.
- Providing nutritious meals and avoiding giving children caffeine or sugary drinks.

Sleeping heavier is a common issue in children, especially those with attention issues, sleep disorders, or developmental delays.

Agencies are encouraged to review the Sleeping Tips Services Pamphlet when developing this resource.
 agencies are encouraged to review Stalking Pamphlet when developing this resource.
Agencies are encouraged to review Strangulation/Suffocation Pamphlet when developing this resource.
Agencies are encouraged to review *Teens and Sexual Assault Services Pamphlet* when developing this resource.
Judicial System

This may be your first involvement with law enforcement if you or someone close to you has been involved in a traffic incident. It is very common for people to expect what they have seen on television or in movies to apply to their current circumstances. Unfortunately, these expectations are often unrealistic or a distorted version of how things truly operate.

The law, laws and regulations in place serve to protect victims. For cases involving prosecution, start by involving a local police department or other law enforcement agency that can help you navigate their procedures and reduce your fear and uncertainties (e.g., discussing what to expect when you report a traffic incident).

Education and information about how the judicial system works your rights and your rights and how to protect them is crucial.

Benefits of Counseling

Some benefits to seeking counseling:

- Coping skills and strategies can help you to continue daily activities and relationships.
- Establishing a support network can help to develop skills for coping, and maintain effective relationships with family and friends.
- In a controlled setting, you can choose topics such as:
  - Safety planning and options for the future
  - The event itself and how it made you feel
  - Legal and judicial decisions.

Who Can Help?

[Agency] Victim Services can assist you with information regarding victim services, Crime Victim Compensation, case marking, notification of the criminal justice process, and referrals to the appropriate community resources or helping professionals or organizations according to your specific needs.

Resources

Local Resources

Victim Information and Notification System (VINS)
[Phone number]
National Helpline for Victims of Crime
[Phone number]
National Association of Criminal Victims
[Phone number]
National Victim Center
[Phone number]
National Network of Domestic Violence Agencies
[Website]

National Resources

Victim Information and Notification System (VINS)
[Phone number]
National Helpline for Victims of Crime
[Phone number]
National Association of Criminal Victims
[Phone number]
National Network of Domestic Violence Agencies
[Website]

Name/ID Number:

Direct Number:

Auto Burglary and Theft

If your vehicle has been broken into, make a police report. Be sure to tell the officer clearly, taking the report exactly what property was stolen or if your vehicle.

Tips to reducing the risk of future break-ins:

- Leave valuables items in the trunk, out of sight, or leave them with you.
- Lock your doors.
- Do not leave your keys in your car.
- Keep your vehicle's up.
- Have an alarm system.
- Do not leave your car running with the keys left in your own driveway or parking lot.
- Do not leave a space key in an inside cylinder.
- Develop plans to a public place that you visit

If you have been victim of a car theft, you will need information about your car, such as the make, model, color, year, and make it known. You should also consider filing a report at your local police department. If you have any questions about your insurance or other matters, you should contact your insurance company as soon as your vehicle has been stolen.

Driving While Intoxicated/Driving Under the Influence

Driving Under the Influence (DUI) and Driving While Intoxicated (DWI) are very serious offenses that cause thousands of fatalities every year in the United States. If you are affected by these offenses, you should consult with an attorney to determine your legal options.

Hit-and-Run

A hit-and-run occurs when a driver leaving a collision or accident, and taking evasive action, cause a substantial proportion of traffic fatalities, and have a variety of effects on the incident. It is important that you know your legal consequences when the offender is found, including paying or having your vehicle repaired. You should file a report with the local police department as soon as possible. If you are injured and are unable to pay your medical bills, Crime Victim Compensation may be able to help cover some of these costs. Contact the Office of the Attorney General for information on the agency victim services for more information.

Vehicular Crimes Resulting in Death or Injury

If charges are filed, the victim's family or the victim's representative may be eligible for Crime Victim Compensation to cover various expenses resulting from the incident. Contact the [Agency] Victim Services for more information.

Agencies are encouraged to review Traffic Incidents and Vehicular Crimes Pamphlet when developing this resource.
Agencies are encouraged to review [Victim Services Pamphlet] when developing this resource.
International Association of Chiefs of Police
44 Canal Center Plaza, Suite 200
Alexandria, VA 22314

Direct: 703-836-6767
Main Line: 800-THE-IACP
Fax: 703-836-4543

www.theIACP.org