



CRIMINAL JUSTICE BRANCH, MINISTRY OF ATTORNEY GENERAL CROWN COUNSEL POLICY MANUAL

ARCS/ORCS FILE NUMBER: 125-20/VCR1	EFFECTIVE DATE: November 18, 2005	POLICY CODE: VIC 2
SUBJECT: Victim Assistance Programs – Providing Information to		CROSS-REFERENCE: : DIS 1.1 VIC 1 Practice Bulletin

POLICY

Victim assistance programs play a significant role in offering a positive service to victims. Crown Counsel should make themselves aware of the local programs which are available.

The Branch encourages co-operation with victim assistance programs and recognizes the importance of providing them with information which is necessary to assist the victim, subject to any restrictions under the *Youth Criminal Justice Act* or under court orders of non-publication.

Generally, the consent of the victim given to a victim assistance program should be sufficient for Crown Counsel to provide information to the program; however, if there is any uncertainty about the matter, Crown Counsel should consider obtaining an assurance that written consent has been given. Generally the victim assistance program will obtain that written consent; however, where Crown Counsel wish to expedite the matter, the consent form attached as appendix A may be used.

With the agreement of the victim, Crown Counsel may provide a victim assistance program with the victim's contact information.

Criminal Justice Branch files are confidential, and personnel from victim assistance programs should not be given direct access to Branch files. Except for the victim's own statement (which can be given with consent of the victim), Reports to Crown Counsel should not be given to victim assistance programs or anyone else providing assistance to victims, and all persons making requests for copies of Reports to Crown Counsel should be directed to the police or Headquarters (see policy DIS 1.1).

DISCUSSION

The Branch Intranet site, as well as the Internet, contains a list of victim assistance programs in British Columbia.

Once a prosecution has concluded, including any appeals, the *Freedom of Information and Protection of Privacy Act* applies to requests for information contained in Crown Counsel files. See the Practice Bulletin entitled *Freedom of Information and Protection of Privacy Act*.

APPENDIX A



REQUEST FOR VICTIM ASSISTANCE

Ministry of Attorney General

Case: R. v. _____
File Number: _____
Crown Counsel Office Location: _____
Phone: _____ Fax: _____
Victim Serving Agency: _____
Phone: _____ Fax: _____

I, _____, am requesting my contact information be
(name of requester)
 provided to _____
(a victim service organization)

I, _____, also consent to Crown Counsel providing
(name of requester)
 information to _____ that is relevant to providing victim assistance.
(victim service organization)

VICTIM CONTACT INFORMATION*

Name of Victim: _____
 Name of Parent or Guardian: _____
 Address: _____
 Phone Number(s): _____
 Alternate contact: (optional) _____ Phone: _____
 Notes:

**I understand that I must advise the above Victim Service Agency of any change in my address or phone number in order to continue to receive the information requested above.*

I confirm that I am not receiving the above service from another Victim Service Agency and that should I begin to do so, I will immediately advise the Victim Serving Agency listed above.

(signature of victim)

(date)