

Basic Program Management
Codebook Training
Homicide Scenario
(Cheat Sheet)

Beatrice Smith (45 year old, black female) contacted you yesterday morning (March 9), after being referred by Det. Hamilton **[Source of Knowledge: Victim Initiated]**, regarding the murder **[Victimization: Homicide]** of her 19-year old son, William. The funeral home had already assisted Ms. Smith with completion of the Virginia Victims' Fund (Formerly Criminal Injuries Compensation Fund) application. However, during your conversation you learned that William had two children who received child support from him. You discussed with her that the children may be eligible for Loss of Support **[5. Victims' Compensation-Explanation]**. You contacted Virginia Victims' Fund (VVF) and learned that the funeral home had failed to list this information on the application, therefore you advised VVF/CICF that you would be sending an amended form to them to request "Loss of Support" **[5. Victim Compensation – Follow-up]**. You then assisted her in completing an amended VVF/CICF form **[5. Victim Compensation – Services]**.

Ms. Smith requested to meet with the Commonwealth's Attorney assigned to prosecute the case and you arranged for them to meet today. Ms. Smith requested that you accompany her to the meeting and you complied **[34. Prosecution Interview]**. During the meeting the prosecutor informed both of you that a bond hearing had been scheduled for the following morning and he wanted her to testify at the bond hearing. **[Cannot count as 26. (C) – "Event Notification, Advance Notification" because prosecutor advised not you]**.

Ms. Smith had never been to the courtroom, so you arranged for you and her to visit the courtroom that afternoon so that she would be more at ease during the bond hearing **[34. Prosecution Interview]**. When entering the courthouse, Ms. Smith became very emotional and said that she didn't think that she would be able to testify. You calmed her down **[16. Crisis Intervention]** and explained the bond hearing process to her and also discussed what to expect at the preliminary hearing which is scheduled for the 15th of next month **[35. (D) ii- Criminal Justice Advocacy/Accompaniment – Criminal Justice Process, Explanation of Steps]**.

She informed you that she was afraid of retaliation by the defendant's family because there had been a long history of assaults between William and the defendant. She informed you that her entire family would appear at the bond hearing and the preliminary hearing. You discussed the concerns that she had and you arranged for extra police patrols to be instituted around her residence **[9. Law Enforcement Interview, Advocacy/Accompaniment]**. You also spoke with the bailiff about the possibility of problems before and after the court hearings and requested that extra bailiffs be present, both inside and outside of the courthouse.