

Basic Program Management
Codebook Training
Robbery Scenario

On Wednesday, October 1, 2016, you receive a call from Laura Miles. Ms. Miles tells you she was robbed on Sunday and she just received a letter outlining services offered by your program (*). The letter originated from information that you retrieved from a police offense report and was sent September 28, 2016 -**Identify source of knowledge** (*) Ms. Miles starts to get a little upset as she begins to tell you her story. You console her and explain to her that you are very sorry that this has happened and that it is not her fault (*). She then asks you if anyone has been arrested. On that same day, following your conversation with Detective Adams, you call Ms. Miles and explain to her that an arrest has been made and that the perpetrator is currently being held in the local jail on a \$50,000.00 bond (*). You further explain the steps that will be taken through the criminal justice process as it pertains to the charge (*). A few minutes later, Ms. Miles breaks down and states that she cannot sleep and is having nightmares. You spend time consoling her (*) and then you discuss with Ms. Miles the option of talking with a counselor that provides therapeutic counseling and then a referral is made to the local Mental Health Center (*). The victim states that she receives a limited income and does not know if she can afford to pay for counseling. You explain to her she has a right to file for compensation under the Virginia Victims Fund (VVF) (formerly Criminal Injuries Compensation Fund). (*)

On October 8, 2016, you telephone Ms. Miles and let her know the date of the preliminary hearing (*). The next day, you accompany her to a meeting with the Commonwealth's Attorney (CA) to discuss the case (*). She meets you at your office and you walk with her across the street to meet with the CA (*). On that same day, following the meeting with the CA, you familiarize Ms. Miles with the courtroom (*). She also tells you on that same day that she is afraid that the perpetrator will come to her home and try to harm her for testifying against him. She feels as though her home is not secure. You immediately contact the Community Relations Officer within the police department and make arrangements for a security check to be done on her windows, doors and locks (*). While meeting with Ms. Miles, you also assist her with filing a form to help protect from having her address, telephone number and place of employment from being disclosed (*).

On October 28, 2016, the morning of the preliminary hearing, you receive a call from Ms. Miles. She states that her car will not start and she doesn't have a ride to court. You obtain a City vehicle and get her to court by 9:00 a.m. (*). The robbery charge was certified to the Grand Jury which meets on December 5, 2016. Prior to providing the victim a ride back home, you write her employer a letter explaining that she was subpoenaed for a preliminary hearing and appeared in Appomattox General District Court (*).

You learn that the defendant has been indicted on the robbery charge and the trial date is set for February 10, 2017. On December 6, 2016, you contact Ms. Miles and provide her this information (*). While talking with the Ms. Miles on the telephone, you also explain to her what to expect during the trial phase, as well as additional steps following the trial (*). You also explain to her that if the defendant is found guilty that she has a right to complete a victim impact statement (*) and that as part of the statement, she may want to request that the defendant make restitution as part of sentencing. You then proceed to explain to her how restitution works in your locality (*).

On February 10, 2017, you accompany Ms. Miles to Appomattox Circuit Court for trial (*). The defendant is found guilty on the robbery charge and a sentencing date is set for April 16, 2017. The judge ordered a pre-sentence report to include a victim impact statement.

On February 25, 2017, you receive a call from Ms. Miles asking if you could help her understand a portion of the victim impact statement. She comes to your office that afternoon. You have adult coloring books available for therapeutic purposes. The coloring activity helps calm her and she is able to provide information to include in her victim impact statement. (*)

On April 16, 2017, you attend the sentencing hearing with Ms. Miles. You talk to the Detective about and assist Ms. Miles with retrieving her property that was taken for evidentiary purposes. (*) The defendant was sentenced to 15 years in the penitentiary with 6 years suspended and was ordered to pay restitution through the court following his release from the Department of Corrections. Ms. Miles tells you that she does not fully understand the outcome, so you tell her that you will send a letter detailing the final disposition. (*) While walking back to your office, you explain to Ms. Miles that she has a right to be notified of the escape, change of name, transfer, release, or discharge of a prisoner (*). When you get back to your office, you also provide her with a brochure that explains the VINE System (*). Lastly, you provide Ms. Miles with information regarding her right to receive notification from the Office of the Attorney General of the filing and disposition of any appeals or habeas corpus proceedings involving the defendant. You also provide her with a form to complete and you forward it to the Attorney General's Victim Notification Program. (*)

