

# Bulkley Valley Victim Assistance



## Community Programs Protocol

**July 2009**

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## Program Contact Information

There are currently three types of victim assistance programs operating in the Bulkley Valley area:

- **RCMP Based Victim Services**
- **Specialized Victim Assistance**
- **Wet'suwet'en Unlocking Aboriginal Justice - Victim Assistance**

### **Smithers RCMP Based Victim Assistance Program**

Location: Smithers RCMP Office @ 3351 Hwy 16, Smithers

Coordinator – Deb Chatfield

Mailing Address: P.O. Box 2020

Smithers, BC V0J 2N0

Phone: 847-9374 Fax: 847-9383

### **Specialized Victim Assistance Program**

Location: Northern Society for Domestic Peace @ 3772 – 1<sup>st</sup> Ave., Smithers

Coordinator – Wanda Watts

Mailing Address: P.O. Box 3836

Smithers, BC V0J 2N0

Phone: 847-9000 Fax: 847-8911

### **Houston and Granisle RCMP Based Victim Assistance Program**

Location: Houston Community Services @ 118 – 3429 10<sup>th</sup> St., Houston

Coordinator – Myrna Arnold

Mailing Address: PO Box 489

Houston, BC V0J 1Z0

Phone: 845-3699 Fax: 845-3482

### **Wet'suwet'en Unlocking Aboriginal Justice – Youth and Victim Justice Worker**

Location: Office of the Wet'suwet'en @ 3873 – 1<sup>st</sup> Ave., Smithers

Coordinator – Andrew Tom

Mailing Address: Suite 3 - 205 Beaver Rd,

Smithers, BC V0J 2N1

Phone: 847-3630 ext 234 Fax: 847-5381

# ***Mission Statement***

***Through coordinated efforts,  
Victim Assistance Programs in  
the Bulkley Valley  
will provide the best possible services  
to victims of crime.***

## **Statement of Principle**

**As a group of practitioners assisting victims of crime, we share the belief that:**

- 1.** Victims of crime have the right to access those persons and services, which will assist them in maintaining their physical, financial and emotional well-being.
- 2.** Victims of crime have the right to self-determination, and the right to make their own choices.
- 3.** Each Victim Assistance Program offers a professional service, delivered with an expertise that is respected by other victim assistance programs' members.
- 4.** We are directed by client needs and wishes, and not by the individual needs of our programs.
- 5.** Volunteers may form an integral part of our service and provide a valuable service to victims of crime. In return for the generous donation of their time, volunteers have the right to be treated with respect; to be fully trained and treated as equally qualified co-workers; to be given sound guidance and direction; and to be recognized for their valuable contribution.
- 6.** As a unified group we can effect change that will benefit victims of crime.
- 7.** We will, within the mandate of our services, be inclusive and provide equal treatment for all people accessing our services, while being sensitive to the challenges of race, ethnicity, gender, age, sexual orientation, socio-economic status, and/or abilities of individuals.

## Statement of Purpose

- To develop and maintain effective working relationships between victim service workers.
- To establish initiatives and implement strategies which will enhance the delivery of services.
- To identify gaps and minimize duplication of services.
- To share information and provide support for each other.
- To provide comprehensive and coordinated services to victims of crime in the Bulkley Valley.

## Client Referrals

### General

1. It is recognized that victims of crime may come into contact with one or more Victim Assistance Programs at any stage of the criminal justice program.
2. When a victim contacts a program outside her/his service delivery area, the victim will be referred to the most appropriate program nearest the victim's present location.
3. All referral and contact of victims are to occur only with the consent of the victim or the victim's guardian. The client's privacy will always be held confidential.
4. Although the victim may be referred with consent from one service to another, it is understood that the victim has the choice. Referral procedures vary between programs and are outlined in 'Referral Procedures.'

### RCMP Based Victim Assistance and Specialized Victim Assistance

RCMP Based program coordinators will ensure that victims identified as victims of violence in relationships, victims of sexual assault, victims of criminal harassment, victims of child abuse/assault, adult survivors of childhood abuse and child witnesses are referred to the appropriate specialized victim service program. Where there are geographic limitations both programs offer the option of telephone sessions.

Specialized Victim Assistance program coordinators will ensure that victims of other crimes or trauma are referred to the appropriate RCMP Based program. These include, but are not limited to, hate crimes, property crime, homicide, attempted murder, kidnapping, arson, missing persons, common assault, and trauma arising from critical incidents or sudden death.

RCMP Based and Specialized programs receive referrals from the RCMP, community agencies, self, Crown Counsel, MCFD, the healthcare system, Community Corrections, other Victim Assistance programs, etc.

The RCMP Based programs in Smithers and Houston will provide services to **all** victims of crime within the detachment's jurisdiction or neighboring jurisdiction where other victim services have been declined.

In the event that the victim is a child who has been sexually assaulted, a report will be made to the Ministry for Children and Family Development and/or the RCMP. If an RCMP investigation is underway, the Specialized program may liaise with the RCMP Based program with permission of the client.

When assessing an appropriate referral, programs will take into consideration the individual circumstances of the victim such as age, gender, ability, and cultural needs; the necessity of timeliness of an effective referral; and local protocol referral procedures.

Systemic barriers to collaboration include issues like confidentiality and privacy, policies and procedures, staffing turnover, workload priorities, trust and relationship, etc. Victim Services staff seeks to find ways to overcome or work around these barriers. Between the Smithers RCMP Based Victim Assistance program and the Smithers Specialized Victim Assistance program (who share a collaborative approach), there is agreement that service to clients may be enhanced in cases where referrals go from RCMP to RCMP Based Victim Assistance to Specialized Victim Assistance. The benefits to domestic violence, sexual assault and criminal harassment clients include:

- 1) 'At the scene' response is possible by PBVS.
- 2) Crisis response within 48 hours even over the weekend through the PBVS coordinator or the volunteers.
- 3) A file is opened in PBVS that includes signed client consent to share info between PBVS and SVAP, which can be very valuable as the case unfolds. For example it is often very difficult to connect with officers because of shift work and accessibility, and if the SVAP coordinator needs to know if the RTCC has been sent yet, or if the investigation is continuing, etc, a conversation can be held with PBVS who may be able to talk to the officer and relay info.
- 4) Two victim service workers follow up to make sure the victim is supported. After referring to SVAP, PBVS will check to ensure the referral was received. If SVAP has difficulty connecting with the client they can call PBVS to see if they have any new information. SVAP and PBVS may consult with each other on files open in both offices. On files where PBVS becomes aware of developments that may impact victims, they can consult with SVAP to ensure support is still occurring.
- 5) Alternate coverage in case of absence or unavailability of SVAP – this can be for court support, crisis support, etc. PBVS already has a file open on this client, and the client has already had an initial contact with PBVS.
- 6) Because RCMP view PBVS as part of their system (and member turnover is constant), referrals are more likely to be completed and victim connection to Victim Assistance is less likely to be missed than if they had to complete an 'outside' referral with someone they do not connect with daily. Because of RCMP workload, their referral to PBVS may speed initial contact and support for victims, and may in fact facilitate a connection that would otherwise not happen.
- 7) While PBVS responds quickly to the client, they equally quickly fax the referral to SVAP (after receiving client consent) with the understanding that the client will be considered an SVAP client once contact has been made. After contact between SVAP and the client, PBVS will no longer be in touch with the client. Circumstances could arise which require PBVS to reconnect with the client. If this was to occur it would be made transparent between SVAP and PBVS, unless it was a matter of RCMP confidentiality.

In situations where the victim has agreed to participate in Unlocking Aboriginal Justice (UAJ), a referral will be made to the UAJ Victim Services Worker. WUAJ will work only with victims who give permission for work also to be done with the accused/offender.

In exceptional cases, where a coordinator determines that the procedure outlined above is not appropriate, the rationale will be documented in the file.

### **Wet'suwet'en Unlocking Aboriginal Justice Victim Services**

The Wet'suwet'en Unlocking Aboriginal Justice (WUAJ) program is mandated to provide services to all Wet'suwet'en members regardless of where they reside.

The WUAJ Victim Services Worker will assist the victim in the development of a healthy support network based on the Wet'suwet'en traditional system of restoring balance and harmony within the communities. Victims will have given permission for work to also be done with the accused/offender. It is mandatory for victims to consent before WUAJ works with the offender – only through the WUAJ process and court supervision.

Adult WUAJ offender referrals are received from: Self, RCMP, Crown Counsel, and Lawyers/Legal Aid. Victim Referrals are received from: In house (WUAJ Adult Offender files), self-referrals, Smithers Victim Assistance Inter-Agencies. Should a victim of crime not fit within the mandate of the Wet'suwet'en Unlocking Aboriginal Justice Program, the victim will be referred to the appropriate Victim Assistance Program.

## **REFERRAL PROCEDURES:**

Victim Assistance Program Coordinators will:

- 1) Ensure that the most appropriate victim services are offered and provided to all victims of crime, accepting that people have the right to know what their choices are, and then to make their own decisions.
- 2) Respect contracted service specifications for all victim assistance programs, while also responding to the individual dynamics of the community.

- ✓ Specialized and UAJ programs will use the standardized \*Consent to Obtain/Release Information forms required by their agencies before referring. On this form, the client signs their permission for workers to share their information with certain parties. This is kept on the client's file. It is not a Referral Form.
- ✓ RCMP Based programs will use the E-Division \*Consent to Share Information form (RCMP GRC E Div 633 (2002-12) for all referrals, keeping a copy on the client file. This form acts as both written permission to share information, as well as a Referral Form.
- ✓ The Specialized program will use the \*Northern Society for Domestic Peace Referral Form to refer clients to the Smithers RCMP Based program (this is an internal referral).
- ✓ Referrals can be faxed to the appropriate program. A follow-up phone call will ensure the referral was received. In general a referral should contain the following information:
  - full name of client
  - birth date or age of client (if a child, include name and contact info for guardian)
  - address and phone number (with cautions if necessary)
  - reason for referral and the date of the event if applicable
  - referring worker and agency
  - date of referral and RCMP file #, if applicable
  - confirmation that the client has given permission for the referral
- ✓ Victim Assistance workers who referred a client to another program may follow up in an appropriate amount of time by calling the client to see if they have been contacted yet. This should only be done if the client has given permission for a follow-up call.
- ✓ In the event that a client refuses a referral to another Victim Assistance program, the worker will explain why the other program is most appropriate, and advise the client that they can change their mind at any time. In this situation the Victim Assistance worker will continue working with the client, and will document the referral refusal and its reasons on the file.

*\*See Appendix 3 for samples of forms*

## Communication

- ✓ We will meet regularly a minimum of once per year.
- ✓ We will keep our brochures and cards current, and ensure that every program has the others'. We will ensure that these handouts are well distributed in the community. *See Appendix 4*
- ✓ In an ongoing spirit of teamwork we will nurture our working relationships regularly – in person, by phone, by email, by fax, by sitting on the same working groups, by focusing on the needs and rights of the client as our mutual priority, etc. We will support each other.
- ✓ Conflicts will be handled in an open and genuine way, with a focus on resolution and compromise, with the use of a mediator if necessary, and with the intention of maintaining mutual respect.
- ✓ Annually, this protocol will be reviewed and updated by the partners, and a copy will be sent to the Ministry of Public Safety and Solicitor General, Victim Services Unit.



## Coordination

### Training

Coordinating training opportunities for both paid and unpaid staff will save effort and funding, as well as build the sense of teamwork among local victim assistance workers. All victim assistance workers will consider their local counterparts when planning to attend training sessions out of town to see if economies can be achieved – for example, by traveling together. The joint development of training sessions to be offered to other groups and agencies will maximize the expertise and resources offered by each victim assistance coordinator, as well as contribute toward a sense of team and common ground. Victim assistance workers can benefit from listening to, and mutually educating, each other to see where their work is similar and dissimilar, and through this process will seek to streamline and eliminate unnecessary duplication of services.

### Volunteers

Each victim assistance program coordinator will be responsible for recruiting and training volunteers for their own programs. When time and resources permit, programs may collaborate to interview prospective volunteers and provide volunteer training for various programs simultaneously. Volunteer training will follow the provincially developed Victim Assistance Program Volunteer Curriculum. A sharing of volunteers will be done where and when it is appropriate, for example with court accompaniment. This will not only be useful for the victim assistance programs, but also for the volunteers who will get more opportunities to work collaboratively.

### Community Projects

Working together on projects (i.e. development of protocols) will build relationships between the victim assistance workers themselves, and therefore the agencies involved. These efforts will create a better understanding of not just each other, but also of the mandates and challenges of other agencies that are involved. Community projects can also include sitting on the same committees, for example the Community Coordination for Women's Safety, and the BVLD Domestic Violence Court Steering Committee.

### Continuing to seek opportunities

Coordinators will seek opportunities for positive growth and change in client services through the synergy of working together. An acknowledgement of the different resources available to each program, and a willingness to work cooperatively around this reality can help all programs. We will draw upon each other for skills, resources and expertise.

## Breach of Protocol Grievance Procedures

At all stages of the grievance process the conflict resolution guidelines outlined in Section 3 of the Coordination Protocol Guidelines Manual will be followed.

**Step 1:** The victim assistance worker will attempt to resolve the breach of protocol directly with the persons involved, as soon as possible, preferably within one week. If resolution cannot be reached the worker will discuss the concern with their immediate supervisor/manager and will proceed to Step 2.

**Step 2:** The supervisor/manager will contact the other party's supervisor/manager to discuss concerns and resolution, within 2 days of being notified of the concern. If there is no resolution the process will move to Step 3.

**Step 3:** The complaint is put in writing and discussed by the partners of this protocol. A mediator may be included in the meeting. Whether the protocol is applicable to the situation will be examined. If agreement is reached and the protocol is amended, the amendment will be made in writing. If agreement is not reached the process will move to Step 4.

**Step 4:** When no resolution is reached at the local level, the Victims Services Unit will be advised.

# APPENDIX 1:

## VICTIM ASSISTANCE PROGRAMS MANDATED SERVICES

### RCMP-Based Victim Assistance Program Mandated Services

#### Program Objectives

The objectives of the RCMP-Based Victim Assistance Program are:

- To lessen the impact of crime and trauma on victims and their families and to assist in their recovery;
- To increase victim safety and to help reduce the risk of further victimization;
- To increase the level of participation and sense of empowerment for victims throughout their involvement in the criminal justice system; and
- To increase the effectiveness of a victim while acting as a witness in court proceedings.

#### Service Recipients

The RCMP-Based Victim Assistance Programs provide services to:

1. victims of all types of crime or trauma who may or may not have reported the crime to police or be involved with the criminal justice system;
2. to victims or witnesses in their detachment area;

#### Required Services

The **RCMP-Based Victim Assistance Program** will provide the following services:

1. **Emotional Support:** Staff or volunteers will provide victims with emotional support to assist them in their recovery from the effects of crime and trauma. The program will not include the provision of counselling services to victims but Program staff will refer victims to the appropriate community resources for counselling services.
2. **General Information:** Victim service workers will provide information both case-specific and about the justice system in general; relevant federal and provincial legislation and programs pertaining to victims of crime; crime prevention; safety planning; and community, government, justice, health and other resources available.
3. **Justice Related Information:** While working under the terms of this contract, victim service workers will not provide legal advice to victims. Victim Services workers will provide or facilitate victim access to case specific information which may include, but is not limited to:
  - i. The status of the police investigation, charges laid against the offender, protective orders, outcome of court appearances, the custodial status of the convicted offender, and length of sentence/parole information; and
  - ii. Courtroom orientation, procedures, and etiquette.

4. **Practical Assistance and Support:** Under the terms of this contract, program staff do not provide crime scene clean up. Victim service workers will:
  - i. Assess the needs of victims for additional supports and/or services and make appropriate referrals to community, government, justice, health, and other resources;
  - ii. Assist victims in completing applications for the Crime Victim Assistance Program and Victim Impact Statement forms;
  - iii. Facilitate/coordinate safety planning including liaison with justice system personnel, the Victim Safety Unit, and/or other local community partnerships (where they exist) established to provide safety assessments and protective devices including cell phones and home alarms for high-risk victims; and
  - iv. Provide other types of practical support and assistance as appropriate.
5. **Accompaniment:** Victim Service workers will, at the request of the victim, provide or facilitate, their accompaniment to police, Crown Counsel, or court in cases of serious crime and /or where victims are particularly vulnerable.
6. **Community Relations:** In providing services to victims as outlined above, the victim service program must establish and maintain working relationships with local community, justice, health and other service providers to facilitate coordination, minimize service duplication, and maximize effective referrals across agencies.

## Optional Services

The RCMP-Based Victim service program may provide the following services if resources permit:

1. **Police Call-outs:** Response to requests by police for assistance at crime or accident scenes or accompaniment to assist police with next-of-kin accident or death notifications.
2. **Transportation:** Transportation services including, but not limited to, the transport of a victim and/or shelters. If transportation services are provided, victim service workers must confirm/verify adequate insurance coverage with their employer.
3. **Cell phone home alarm program:** Victim service workers may coordinate and/or participate in community partnerships established to provide safety assessments and protective devices including cell phones and home alarms for high-risk victims.
4. **Public Education:** Public Awareness and education programs in the local community on victimization, victim services, and crime prevention.
5. **After Hours Services:** Required services as described above may be provided after regular program hours.
6. **Crisis Intervention:** PVS staff or volunteers trained in crisis intervention may provide that service to individuals or groups affected by trauma, loss of life, or perceived threat to life. This intervention may help to identify and support people affected by the event. It also assists primary or secondary victims to assess the effects of the event; to identify those at risk; to facilitate the expression of thoughts and feelings; to normalize the expression of stress, anxiety and grief; to teach about stress, trauma and healthy coping skills; and to introduce the value of community support and referrals.

# Specialized Victim Assistance Program

## Mandated Services

### Program Objectives

The objectives of the **Specialized Victim Assistance Program** are:

- To lessen the impact of crime and trauma on victims and their families and to assist in their recovery;
- To increase victim safety and to help reduce the risk of further victimization;
- To increase the level of participation and sense of empowerment for victims throughout their participation in the criminal justice system; and
- To increase the effectiveness of a victim while acting as a witness in court proceedings.

### Service Recipients

The Specialized Victim Assistance Program will provide justice-related services to assist victims of violence in relationships, adult sexual assault, adult survivors of child sexual assault, child sexual assault/abuse and criminal harassment. This includes victims of these crimes who may choose not to be involved with the criminal justice system.

### Services Provided

The Northern Society for Domestic Peace is responsible for the establishment and the administration of the SVAP, which will provide services to victims of crime in the Bulkley Valley towns of Smithers, Telkwa, Moricetown, and outlying areas (the policing area of the RCMP detachment).

The Specialized Victim Assistance Program will provide direct services as follows:

1. **Emotional support:** Victim service workers will provide victims with emotional support to assist them in their recovery from the effects of crime and trauma. The program does not provide counseling services to a victim; however, victim service workers will refer a victim to an appropriate resource for those services.
2. **General Information:** Victim service workers will provide victims with information including, but not limited to: the justice system, relevant federal and provincial legislation and programs pertaining to victims of crime; crime prevention; safety planning; and community, government, justice, health and other resources available.
3. **Justice-Related Information:** Victim service workers will provide, or facilitate victim access to, case-specific information which may include, but is not limited to:
  - a. the status of the police investigation, charges laid against the offender, protective orders, outcome of court appearances, the custodial status of the convicted offender, and length of sentence/parole information; and
  - b. witness orientation, courtroom etiquette and procedures
4. **Practical Assistance and Support:** Victim service workers will:
  - a. assess the needs of victims for additional supports and/or services and make appropriate referrals to community, government, justice, health and other resources;
  - b. assist victims in completing applications for the Crime Victim Assistance Program and Victim Impact Statements;
  - c. facilitate/coordinate safety planning including liaison with justice system personnel, the Ministry's Victim Safety Unit, and/or local community partnerships (where they exist) established to provide safety assessments and protective devices including cell phones and home alarms for high-risk victims; and
  - d. provide other types of practical support and assistance as appropriate.

5. **Accompaniment:** In cases of serious crime and/or where the victims are particularly vulnerable, victim service workers will, at the request of the victim, provide or facilitate their accompaniment to police, Crown counsel, or court.
6. **Community Relations:** In providing services to victims as outlined above, the Program must establish and maintain working relationships with local community, government, justice, health and other service providers to facilitate coordination, minimize service duplication, and maximize effective referrals across agencies.
7. **Referrals Between Victim Service Programs:** All victim service workers, when assessing an appropriate referral, will take into consideration: the individual circumstances of the victim such as age, gender, ability, and cultural needs; the necessity of the timeliness of an effective referral; and local protocol referral procedures. In communities with both community-based and police-based victim service programs:
  - a. Police-based victim service workers will refer victims identified as: victims of violence in relationships (adult, youth, or child), victims of sexual assault, victims of criminal harassment, victims of child abuse/assault (both physical and sexual), adult survivors of childhood abuse (both physical and sexual), and child witnesses of family or sexual violence to the appropriate community-based victim service program.
  - b. Community-based victim service workers will refer victims that are identified as other than victims of violence in relationships (adult, youth or child), victims of sexual assault, victims of criminal harassment, victims of child abuse/assault (both physical and sexual), adult survivors of childhood abuse (both physical and sexual), and child witnesses of family of sexual violence to the police-based victim service program.
  - c. Where a victim service worker determines that the procedure outlined in (a) or (b) above is not appropriate, the rationale must be documented in the file.
  - d. In situations where the involvement of both police-based and community-based victim service programs is identified, the programs should coordinate an approach to service delivery and jointly develop victim-centered support plans.
8. **Coordination and Protocol:** In communities with both community-based and police-based victim service programs, programs shall develop and adhere to a local victim service program protocol which must contain the following provisions:
  - a. regular meetings with other local victim service program(s);
  - b. consistent referral procedures; and
  - c. detailed procedures for handling disputes/grievances.

## Optional Services

The victim service program may provide the following services if resources permit:

1. **Call-Outs:** Response to requests by the Executive Director for assistance with victims of sexual assault, domestic abuse or criminal harassment who are in crisis outside of office hours.
2. **Transportation:** Transportation services including, but not limited to, the transport of a victim and/or family members to hospital, court, police, transition house, and/or shelters.
3. **Cell Phone – Home Alarm Program:** Victim service workers may coordinate and/or participate in community partnerships established to provide safety assessments and protective devices including cell phones and home alarms for high-risk victims.
4. **Public Education:** Public awareness and education programs in the local community on victimization, victim services, and crime prevention.

5. **After Hours Services:** Required or optional services as described above may be provided after regular program hours.

## **Community Relations**

In providing the Services outlined previously, the Program Coordinator will ensure that:

1. The community is kept aware of the SVAP and encouraged to access its services to the fullest potential
2. Staff liaises and works closely with relevant medical, social service and criminal justice agencies/professionals to ensure close coordination, cooperation, and a minimum of duplication of services. This includes making and receiving referrals; participating in any coordinating mechanisms, formal or informal; and maintaining regular communication with relevant services.

# Wet'suwet'en Unlocking Aboriginal Justice Victim Assistance Program Mandated Services

The Office of the Wet'suwet'en offers a variety of programs to Wet'suwet'en members including Community Corrections Supervision, which differs from the Wet'suwet'en Unlocking Aboriginal Justice (WUAJ) program in that it provides services to offenders without involving victims.

The mandate of the WUAJ is to provide services to all Wet'suwet'en members regardless of where they reside.

The mandate of the WUAJ Victim Services Program is based on: prevention, intervention, rehabilitation and support, based on the Wet'suwet'en Hereditary House System.

## Goals of the WUAJ Program:

- To restore peace and harmony within the Wet'suwet'en communities
- To work with Wet'suwet'en people in educating them about traditional laws
- To work more intensively with victims

The Wet'suwet'en Unlocking Aboriginal Justice Community-Based Victim services Program offers:

1. **Prevention:** Victim Services facilitates a Women's Self Help Support Group as well as prevention and awareness workshops on current issues identified within the community.
2. **Intervention:** Wet'suwet'en Unlocking Aboriginal Justice Program is contracted to provide services for Diversion and Alternative Measures. Referrals are received from Crown and the RCMP.
3. **Rehabilitation:** Wet'suwet'en Unlocking Aboriginal Justice Program facilitates the development of Adult Offender Contract Agreement for Services, which consists of a plan of action, conditions and tasks. The Contract Agreement for Services is submitted in court on sentencing day and usually becomes part of the offender's probation to complete.
3. **Support:** An Offender cannot proceed through the Wet'suwet'en Unlocking Aboriginal Justice Program without victim consent. It is the responsibility of the Victim Services Worker to guide the victim through the entire contract development process and to ensure that the victim's issues and concerns are met. The Victim Services Worker develops a case management plan for the victim and makes appropriate referrals to agencies, both on and off reserve.



**APPENDIX 2:  
VICTIM ASSISTANCE PROGRAMS  
PRIVACY LEGISLATION**

<b>Program Type</b>	<b>Privacy Legislation</b>	<b>Client File Ownership</b>
<b>RCMP - Based Victim Services</b>	<b>Federal Privacy Act</b>	<b>RCMP</b>
<b>Specialized Victim Assistance Program</b>	<b>NSDP Policy Applies PIPA</b>	<b>Northern Society for Domestic Peace</b>
<b>Wet'suwet'en Unlocking Aboriginal Justice Victim Services</b>	<b>PIPA</b>	<b>Office of the Wet'suwet'en Or WUAJ</b>

## **APPENDIX 3:**

### **Forms**

- 1) NSDP CONSENT TO OBTAIN/RELEASE INFORMATION - PAGE 19**
- 2) NSDP INTERNAL REFERRAL FORM - PAGE 20**
- 3) NSDP EXTERNAL REFERRAL FORM (INCOMING) – PAGE 21**
  
- 4) RCMP E-DIVISION CONSENT TO SHARE INFORMATION - PAGE 22**
- 5) RCMP REFERRAL FORM (INCOMING) – PAGE 23**
  
- 6) OFFICE OF THE WET’SUWET’EN VICTIMS AND CLANS CONSENT FORM – PAGE 24**
- 7) OFFICE OF THE WET’SUWET’EN REFERRAL FORM – PAGE 25**

## **APPENDIX 4:**

### **Handouts**

- 1) BVLD VICTIM ASSISTANCE PROGRAMS LIST – PAGE 27**
- 2) SPECIALIZED VICTIM ASSISTANCE BROCHURE – PAGE 28/29**
- 3) RCMP BASED VICTIM ASSISTANCE BROCHURES – SMITHERS AND HOUSTON – PAGES 30-33**
- 4) OFFICE OF THE WET’SUWET’EN VICTIM ASSISTANCE BROCHURE – PAGE 34/35**
- 5) RCMP BASED, SPECIALIZED AND WUAJ BUSINESS CARDS – PAGE 36**

Northern Society for Domestic Peace  
**Specialized Victim Assistance**

Program Coordinator:.....

Executive Director: .....

RCMP / Northern Society for Domestic Peace  
**RCMP Based Victim Assistance**

Program Coordinator: .....

Staff Sergeant: .....

Executive Director: .....

RCMP / Houston Community Services  
**RCMP Based Victim Assistance**

Program Coordinator: .....

Sergeant: .....

Executive Director: .....

Office of the Wet'suwet'en  
**Unlocking Aboriginal Justice - Victim Assistance**

Program Coordinator:.....

Executive Director: .....

This document is dated: \_\_\_\_\_, 200\_\_\_\_\_