



## Police Report Information & Crime Victim Rights/Resources

Report Number: \_\_\_\_\_ Report Date: \_\_\_\_\_

PPD Employee: \_\_\_\_\_ Report Type: \_\_\_\_\_

You are advised by the reporting employee as indicated:

- Contact the Magistrate if you wish to file criminal charges against the offender(s).
- Contact Juvenile Court Services to request petitions if you wish to file charges against the juvenile offender(s).
- The reporting officer will be handling the investigation.
- Your case will be reviewed by a supervisor to determine how the investigation will proceed.

Records Unit	393-8737	General Information	393-8257
Investigations Unit	393-8536	Commonwealth Attorney	393-8581
Property and Evidence	393-8605	Magistrate's Office	393-8648
Professional Standards	393-8209	Juvenile Court Services	393-8571

Police Department • 801 Water Street • Portsmouth, Virginia 23704  
Commonwealth Attorney • 1345 Court Street, Suite 105 • Portsmouth, Virginia 23704

### Report Process and Follow-up Investigation

Based on the circumstances of the incident you have reported, you may have been referred by the reporting employee to the Magistrate's Office or Juvenile Court Services to obtain an arrest warrant or a petition (for juvenile offenders). This most commonly occurs in cases where you know the offender and the court process can be completed with minimal police involvement. Generally, these cases will not be assigned to an investigator for follow-up.

In other cases, the officer that took the report will handle the investigation from start to finish. If an arrest has been made, you will receive a subpoena to appear in court once the court date has been established.

Remaining cases will be reviewed and evaluated by a police supervisor to determine how and if the investigation will proceed. Those cases that require further investigation will be assigned to an investigator, and he/she will contact you, generally within 7 days.

In many cases, there are no reasonable leads for us to investigate - no suspects, no easily identified property, no one who witnessed the event, or no evidence (such as fingerprints). Once reviewed by a supervisor, some of these cases will be "inactivated" and no additional investigation will be conducted. If the crime is linked to a pattern, a suspect is developed, or any evidence is found, the case may be reopened.

To add information to your report, including persons you suspect may be involved, possible witnesses, a property inventory, or serial numbers, please call the Records Unit or the Investigations Unit.

### Information for Victims of Crime in Virginia

As a victim or a witness of crime, you have certain rights under Virginia's Crime Victim and Witness Rights Act (§19.2-11.01). There are specific steps you must take to receive these rights. As the victim of a crime, you may be entitled to:

#### Information about:

- Your rights and local agencies and programs that can provide information and assistance
- Protection and protective orders
- Financial assistance and social services, including the Criminal Injuries Compensation Fund
- Address and telephone number confidentiality
- Closed preliminary hearings or use of closed-circuit television, under limited circumstances
- Separate waiting area during court proceedings
- The right to remain in the courtroom during a criminal trial or proceeding
- The right to consult the commonwealth's attorney regarding proposed plea agreements and negotiations in felony cases

#### Assistance in:

- Obtaining protection and protective orders
- Obtaining property held by law enforcement agencies
- Receiving intercession services with your employer
- Obtaining advanced notice of court proceedings
- Receiving the services of an interpreter
- Preparing a Victim Impact Statement in felony cases
- Seeking restitution

#### Notification of:

- Changes in court dates
- Changes in the status of a defendant, if he/she is being held in a jail or a correctional facility
- The opportunity to prepare a written victim impact statement prior to sentencing of a defendant in felony cases
- The filing and disposition of any appeals/habeas corpus proceedings involving the defendant
- Case disposition, defendant appeal rights, and restitution information

Under §40.1-28.7:2, employers are generally required to allow crime victims leave (unpaid) to attend criminal proceedings, provided that the employee has provided the employer a copy of this form and notice of each scheduled criminal proceeding. An employer may not dismiss, refuse to hire, discharge, or discriminate against, an individual exercising his/her rights to be present at all criminal proceedings.

**For Victim / Witness Services, call 757-393-8581**

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If you have information on other crimes in Portsmouth, please call the **CRIMELINE** at **1-888-LOCK-U-UP**. You can remain anonymous and may qualify for cash rewards. You may text tips to: **CRIMES (274637)** with "Portsmouth" then your tip.

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