



Training Bulletin

Los Angeles Port Police

Thomas E. Gazsi, Chief of Police

Victim and Witness Assistance

PURPOSE:

The purpose of this Training Bulletin is to provide information and resources to officers responding to calls for service involving victims and/or witnesses of crimes.

INTRODUCTION:

The City of Los Angeles City Attorney's Office has created several resources to assist victims and/or witnesses of crimes to deal with the various situations that may arise during the incident. These documents can and in some cases must be used by Port Police Officers while responding to calls for service.

CRIME VICTIM LIAISON:

Responding units and field supervisors should consider notifying a Criminal Investigations Section supervisor if the investigation warrants additional and immediate detective support.

RESOURCES:

- a) Port Police Policy Manual § 366 (updated as of 12/18/23).
- b) Los Angeles City Attorney's Victim Assistance Program Contact Information.
- c) Los Angeles City Attorney's Victim Assistance Program Flyer.
- d) City of Los Angeles telephone resources – dial 211 for City Services or dial 988 for suicide prevention assistance.

Additional copies of pamphlets available at all Port Police Public Counter locations, Port Police Headquarters Report Writing Room, and in the Records Unit. Also, located on the share drive at [G Drive\Administrative Forms\Available Resources](#).

If you have any further questions, please contact Criminal Investigations Section.

RWA:NB:DRC:arl

**Office of the City Attorney
Los Angeles, California**

**HYDEE FELDSTEIN SOTO
CITY ATTORNEY**



VAP

**Victim
Assistance
Program**

LAPD 77th

**7600 S Broadway St.
Los Angeles, CA 90003
TEL: (323) 786-5413
FAX: (213) 482-6544**

LAPD Hollenbeck

**2111 E. First St.
Los Angeles, CA 90033
TEL: (323) 342-4103
FAX: (323) 342-4167**

LAPD Central

**251 E. Sixth St.
Los Angeles, CA 90014
TEL: (213) 486-0765
FAX: (213) 485-1942**

LAPD Mission

**11121 Sepulveda Blvd.
Mission Hills, CA 91345
TEL: (818) 838-9954
FAX: (818) 838-9888**

LAPD Devonshire

**10250 Etiwanda Ave.
Northridge, CA 91325
TEL: (818) 832-1769
FAX: (818) 832-0508**

LAPD Pacific

**12312 Culver Blvd.
Los Angeles, CA 90066
TEL: (310) 482-6383
FAX: (310) 482-6341**

LAPD Foothill

**12760 Osborne St.
Pacoima, CA 91331
TEL: (818) 834-3104
FAX: (818) 756-9449**

LAPD Rampart

**1401 W. Sixth St.
Los Angeles, CA 90016
TEL: (213) 484-3475
FAX: (213) 484-3455**

LAPD Southeast

145 W. 108th St.

Los Angeles, CA 90061

TEL: (213) 972-1045

FAX: (213) 972-7919

LAPD Van Nuys

6240 Sylmar Ave.

Van Nuys, CA 91404

TEL: (818) 374-0032

FAX: (818) 374-1955

LAPD Southwest

1546 W. M.L.K. Blvd.

Los Angeles, CA 90062

TEL: (213) 369-1617

FAX: (213) 485-8152

LAPD West LA

1663 Butler Ave.

Los Angeles, CA 90025

TEL: (310) 444-

FAX: (310) 444-0796

LAPD Topanga

21501 Schoenborn St.

Canoga Park, CA 91304

TEL: (818) 756-3363

FAX: (818) 756-5858

LAPD West Valley

19020 Vanowen St.

Reseda, CA 91335

TEL: (818) 374-7849

FAX: (818) 374-7735

Family Justice Center

14651 Oxnard St.

Van Nuys, 91411

TEL: (818) 933-9497

FAX: (818) 787-9750

LAPD South Traffic

4125 Crenshaw Blvd.

Los Angeles, CA 90008

TEL: (213) 369-0270

FAX: (213) 485-4115

LAPD Valley Traffic

7870 Nollan Pl.

Panorama City, CA 91402

TEL: (818) 644-8062

FAX: (818) 644-8131

LAPD West Traffic

4849 Venice Blvd.

Los Angeles. CA 90019

TEL: (213) 473-0223

FAX: (213) 473-0234

Or visit our website:

www.helpLAcimevictims.org



CALIFORNIA VICTIM COMPENSATION BOARD

Under California law (Government Code Sections 13950-13974.5), program services are available to help victims to file a State of California Victims of Crime Compensation Application for any out-of-pocket medical, psychotherapy, relocation, job rehabilitation, funeral/ burial expenses, as well as income or support losses incurred due to their injuries suffered as the result of a crime. In order to be approved you must meet the State's eligibility requirements. You must also meet a three year filing deadline in order for your application to be accepted by the State. For more information on the eligibility and filing requirements you may contact either the Victim Assistance Program or the California Victim Compensation Board at (800) 777-9229.

VICTIMS' BILL OF RIGHTS "MARSY'S LAW"

Marsy's Law significantly expands the rights of victims in California. Under Marsy's Law, the California Constitution article I, § 28, section (b) now provides victims with the following enumerated rights:

1. To be treated with fairness and respect for his or her privacy and dignity, and to be free from intimidation, harassment, and abuse, throughout the criminal or juvenile justice process.
2. To be reasonably protected from the defendant and persons acting on behalf of the defendant.
3. To have the safety of the victim and the victim's family considered in fixing the amount of bail and release conditions for the defendant.
4. To prevent the disclosure of confidential information or records to the defendant, the defendant's attorney, or any other person acting on behalf of the defendant, which could be used to locate or harass the victim or the victim's family or which disclose confidential communications made in the course of medical or counseling treatment, or which are otherwise privileged or confidential by law.
5. To refuse an interview, deposition, or discovery request by the defendant, the defendant's attorney, or any other person acting on behalf of the defendant, and to set reasonable conditions on the conduct of any such interview to which the victim consents.

6. To reasonable notice of and to reasonably confer with the prosecuting agency, upon request, regarding, the arrest of the defendant if known by the prosecutor, the charges filed, the determination whether to extradite the defendant, and, upon request, to be notified of and informed before any pretrial disposition of the case.
7. To reasonable notice of all public proceedings, including delinquency proceedings, upon request, at which the defendant and the prosecutor are entitled to be present and of all parole or other post-conviction release proceedings, and to be present at all such proceedings.
8. To be heard, upon request, at any proceeding, including any delinquency proceeding, involving a post-arrest release decision, plea, sentencing, post-conviction release decision, or any proceeding in which a right of the victim is at issue.
9. To a speedy trial and a prompt and final conclusion of the case and any related post-judgment proceedings.
10. To provide information to a probation department official conducting a pre-sentence investigation concerning the impact of the offense on the victim and the victim's family and any sentencing recommendations before the sentencing of the defendant.
11. To receive, upon request, the pre-sentence report when available to the defendant, except for those portions made confidential by law.
12. To be informed, upon request, of the conviction, sentence, place and time of incarceration, or other disposition of the defendant, the scheduled release date of the defendant, and the release of or the escape by the defendant from custody.
13. To restitution.
 - A. It is the unequivocal intention of the People of the State of California that all persons who suffer losses as a result of criminal activity shall have the right to seek and secure restitution from the persons convicted of the crimes causing the losses they suffer.
 - B. Restitution shall be ordered from the convicted wrongdoer in every case, regardless of the sentence or disposition imposed, in which a crime victim suffers a loss.
 - C. All monetary payments, monies, and property collected from any person who has been ordered to make restitution shall be first applied to pay the amounts ordered as restitution to the victim.
14. To the prompt return of property when no longer needed as evidence.
15. To be informed of all parole procedures, to participate in the parole process, to provide information to the parole authority to be considered before the parole of the offender, and to be notified, upon request, of the parole or other release of the offender.
16. To have the safety of the victim, the victim's family, and the general public considered before any parole or other post-judgment release decision is made.
17. To be informed of the rights enumerated in paragraphs (1) through (16)

If you have any questions, you may call the Victim Assistance Program at:

TEL: (213) 978-4537
TDD: (213) 978-8310

The Office of the Los Angeles City Attorney Victim Assistance Program has staff available to provide assistance to crime victims in the following branch offices:

Central Office
221 N. Figueroa St., Suite 100
Los Angeles, CA 90012
(213) 978-4537

Northeast Area LAPD
3353 San Fernando Rd.
Los Angeles, CA 90065
(323) 561-3412

Harbor Area LAPD
2175 John S. Gibson Blvd.
San Pedro, CA 90731
(310) 726-7786

Olympic Area LAPD
1130 South Vermont Ave.
Los Angeles, CA 90065
(213) 382-6654

Hollenbeck Area LAPD
2111 E. First Street
Los Angeles, CA 90033
(323) 342-4103

Van Nuys City Attorney
6262 Van Nuys Blvd. #151
Van Nuys, CA 91401
(818) 374-3333

Newton Area LAPD
3400 South Central Ave.
Los Angeles, CA 90011
(323) 846-5374

Wilshire Area LAPD
4861 Venice Blvd.
Los Angeles, CA 90019
(213) 922-8238

North Hollywood Area LAPD
11640 Burbank Blvd.
North Hollywood, CA 91601
(818) 754-8421



QR code leads to: www.helpcrimevictims.org

The City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72-hours prior to the meeting you wish to attend.

The City of Los Angeles is an equal opportunity employer and is committed to an active Equal Employment Opportunity Program (EEO). The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition, or Acquired Immune Deficiency Syndrome.

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OFFICE OF THE CITY ATTORNEY LOS ANGELES, CALIFORNIA

HYDEE FELDSTEIN SOTO
CITY ATTORNEY



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Assistance

Assistance

VAP | Victim Assistance Program

Central Office
221 N. Figueroa St., Suite 100
Los Angeles, CA 90012
For services or info call: (213) 978-4537
FAX: (213) 482-6544

Or visit our website:
www.helpcrimevictims.org

VICTIMS OF CRIME

Crime victims commonly face hardship, emotional trauma, and may need assistance. A witness's experience in court may also be stressful and confusing, however, the system depends on witness testimony. Patience and active participation may be the deciding factor in determining whether or not justice will be served.

The Los Angeles City Attorney's Office Victim Assistance Program was created to ensure that support and services are made available to victims and witnesses of crime.

COURT PROCESS

Witnesses will be notified if they need to appear in court. Witnesses are required to stay for an unspecified time period and typically free to leave the courthouse after giving testimony and being excused by the judge.

A crime can be classified as either a misdemeanor or a felony. A felony is more serious and carries penalties of imprisonment for more than one year. The following court steps are generalized and may not take place in each and every case.

PRE-TRIAL

The person on trial (called the defendant) will appear before a judge for the first time at an arraignment. The judge will inform the defendant of their charges, constitutional rights, and will appoint an attorney if necessary. A plea of guilty or not guilty will be given at this time.

Felony cases continue to a Preliminary Hearing, where a judge will determine if there is enough evidence to require the defendant to go to trial or if the case must be dismissed. If additional evidence is found after a case is dismissed, the case may be refiled for prosecution.

TRIAL

Defendants are considered "innocent until proven guilty" and are given the right to a trial. Defendants are allowed to decide to have either a court trial or jury trial. In a court trial, the judge decides the facts and determines the defendant's guilt or innocence. In a jury trial, twelve peers are chosen to decide if the defendant is guilty or not guilty. In order to convict the defendant, all twelve jurors must agree the defendant is guilty "beyond a reasonable doubt".

JUDGMENT AND SENTENCING

When a defendant is found guilty, the judge sets a date for sentencing to determine the appropriate consequence as dictated by law. If the defendant is found innocent, he will be acquitted and released.

Although your attendance is not mandatory, victims have the right to attend these hearings. In felony cases, victims may make a personal statement to the court concerning the crime and the defendant. In some cases the judge may order restitution to the victim if a financial loss was incurred as a result of the crime.

ASSISTANCE FOR VICTIMS OF CRIME

The Los Angeles City Attorney's Office Victim Assistance Program was created in 1980 in order to provide direct services to victims of crime, such as:

- Assistance in filing for the State of California Victim Compensation Application
- Information and referrals to local public/ private service agencies
- Crisis intervention & obtaining emergency assistance

- Case status or disposition information for both misdemeanor & felony cases
- Explanation of court procedures and court support if requested
- Support services for elderly, handicapped and child victims
- Notification to the family and/or employer of the victim if requested
- Follow-up contact to assure that services are being delivered
- Liaison with police agencies, California Highway Patrol and Sheriff Offices on cases in which there has been no arrest

RESTRAINING ORDER & PROTECTIVE ORDER

A restraining order is a court order that protects a person from being abused, threatened, or harassed by somebody else. Self Help Resource Centers are available at some LA Superior Court Houses to help file for restraining orders. You may also contact our offices for more information or contact a lawyer for legal assistance.

Emergency Protective Order: Issued by police upon request if you may be in immediate danger. This order lasts up to seven days.

Temporary Restraining Order: Must be requested by through court and lasts 21 days. A hearing will be scheduled to extend the order up to five years.

Criminal Protective Order: May be requested by the prosecutor on behalf of the victim.

Domestic Violence Restraining Order: Can be requested with the court if you were abused by a person with a close relationship that you live with or used to live with. Lasts up to five years.

Elder/ Dependent Adult Abuse Restraining Order: Can be requested with the court if you are an elder or an adult with mental or physical disabilities and you are a victim of abuse. Lasts up to three years.

Civil Harassment Restraining Order: Can be requested if you are being harassed by someone you do not share a close relationship with. Lasts up to five years.

USEFUL RESOURCES

24 Hour Crisis Hotlines

Battered Persons Hotline	(310) 392-8381
Child Abuse Hotline	(800) 540-4000
Disabled Adults/ Elder Abuse Hotline	(800) 992-1660
Child Protection/ Child Abuse Hotline	(800) 540-4000
Domestic Violence Hotline	(800) 978-3600
Mental Health Hotline	(800) 854-7771
Sexual Assault Hotline	(877) 943-5778
Substance Use	(800) 564-6600
Suicide Hotline	(800) 273-8255
Rape and Battering Hotline	(213) 626-3393
Victims of Crime Resource Center Hotline	(800) 842-8467
Youth Crisis Hotline	(800) 843-5200

GENERAL INFORMATION

Emergency	911
City of Los Angeles (Non-Emergency)	311
County of Los Angeles (Non-Emergency)	211
Dept. of Public Social Services	(866) 613-3777
L.A. County Bar Association	(213) 627-2727
L.A. County District Attorney	(213) 974-3512
L.A. County Sheriff's Dept.	(213) 229-1700
L.A. County Superior Court	(213) 974-5261
L.A. Small Claims Advice	(213) 593-8222
L.A.P.D. Non-Emergency Line	(877) 275-5273
Los Angeles LGBT Center	(323) 993-7440
Legal Aid Foundation Info Line	(800) 399-4529
State Bar of California Hotline	(866) 442-2529
California Victim Compensation Board	(800) 777-9229

Useful Websites

National Domestic Violence	www.thehotline.org
Teen Dating Helpline	www.loveisrespect.org
Sexual Assault	www.rainn.org
Legal Aid/ Nonprofit	www.LawHelpCA.org
LA County Bar Association	www.lacba.org
California VCB	www.vcgcb.ca.gov
211 LA County	www.211la.org

Llame...



Ayuda Empieza Aquí

¿Siente que debería ganar más **crédito por sus impuestos**?

¿Necesita servicios para **personas de la tercera edad**?

¿Preocupado por una **propiedad descuidada o grafiti**?

¿Se encuentra **desamparado o en crisis**?

¿Califica para **estampillas de comida**?

¿Es Víctima de **violencia**?

¿Necesita **seguro médico** para sus hijos?

¿Necesita ayuda con **servicios de salud mental**?

Llame Gratis al 2-1-1

- Gratis y Confidencial
- 24 Horas al Día, 7 Días a la Semana
- Multilingüe
- Accesible por TTY
- Para Emergencias llame al 911



Ayuda Empieza Aquí

- Información sobre los Servicios del Condado
- Asistencia de Comida y Refugio
- Disputas entre Propietarios e Inquilinos
- Asistencia de Empleo
- Asistencia con Medi-Cal y Estampillas de Comida
- Cuidado para Personas de la Tercera Edad
- Recursos para Adolescentes y Padres de Familia
- Servicios Médicos y de Salud Mental
- Referencias a Servicios Legales

LLAME GRATIS AL 2-1-1

PATROCINADO POR:



www.211LACounty.org

Call...



Help Starts Here

In need of **Senior Services**?

Missing out on **Earned Income Tax Credit**?

Need **Mental Health Services**?

Qualify for **food stamps**?

Homeless or in **crisis**?

Victim of violence?

Need **health insurance** for your kids?

Concerned about **run down properties and graffiti**?

Call 2-1-1 for FREE

- Free and Confidential
- 24 Hours/7 Days a Week
- Multilingual
- TTY Accessible
- Call 911 for Emergencies



Help Starts Here

- Information on LA County Services
- Food and Shelter Assistance
- Help with Landlord-Tenant Issues
- Employment Resources
- Assistance with Medi-Cal and Food Stamps
- Help with Care for Aging Parents
- Youth and Parenting Resources
- Health and Mental Health Services
- Legal Services Referrals

CALL 2-1-1 for FREE

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