



WISCONSIN CRIME VICTIMS RIGHTS BOARD

REPORT & RECOMMENDATIONS



Pursuant to the Order issued by the Wisconsin Crime Victims Rights Board dated **October 29, 2004** the following report and recommendations are hereby submitted to Chief [REDACTED] and the [REDACTED] Police Department:

ADMINISTRATION AND STANDARD OPERATING PROCEDURE

1. The chief should make sure his employees are aware of the importance of maintaining proper records of complaints and investigations.
2. The department should document when a victim is provided written information per Wis. Stat. 950.04 (1v)(2g) so the department has a record of its compliance with this requirement.
3. The department should develop a more effective method to log calls and responses. A detailed specific response to calls should be required and documented.
4. The department should develop a written citizen complaint policy, as required by law per Wis. Stat. 66.312(3).
5. The staff of the [REDACTED] Police Department should secure training about victim/witness rights as defined in Wisconsin Statutes Chapter 950. This type of instruction should be on going and incorporated into regular staff training sessions and it should be mandatory for new hires. This training should explain the special status that victims have within the criminal justice system, how victims can exercise their rights and the responsibilities of law enforcement to help victims exercise their rights.

Dated this 29th day of October, 2004.

A handwritten signature in black ink, appearing to read 'Ken Kratz'.

KENNETH R. KRATZ
Chairperson
Crime Victims Rights Board

C: Service list