

## HAGERSTOWN POLICE DEPARTMENT VICTIM, WITNESS, AND DOMESTIC VIOLENCE ASSISTANCE

You have witnessed or been victimized by crime, and it is at this time that our agency becomes the first contact you will have with the Maryland Criminal Justice System. Until an arrest is made in the case, we will continue to be that contact for you. After an arrest is made, the Washington County State's Attorney's becomes your main contact.

Regardless of whether an arrest has been made in your incident there are still areas in which you may need assistance. The Hagerstown Department of Police provides you with this brochure to inform you of the forms of assistance available to you.

### VICTIM AND WITNESS SERVICES & INFORMATION

Services provided by the Hagerstown City Department of Police:

As the victim or witness of a crime, you can expect to be treated with dignity, respect, courtesy, and sensitivity by the police. Departmental guidelines have been set forth to ensure this. These guidelines conform to Title 11 of the Maryland Criminal Procedure Article.

In accordance with these guidelines, every crime victim or witness will:

- Receive emergency help as needed;
- Be kept informed of the status of his/her case upon request;
- Be advised of law enforcement protection available from harm arising out of prosecution and law enforcement efforts; and,
- Receive assistance with prompt return of property where permitted by law or rules of evidence.

Your case will be followed-up by our Department until all leads are exhausted or it is cleared by arrest. A criminal investigator will contact you if your case can be followed-up.

If an arrest is made in your case, you may be needed to testify in court. You will receive notification as to when and where to appear.

### Services provided by the Washington County State's Attorney:

The Washington County State's Attorney's Office Victim/Witness Coordinator is also available to provide you with assistance, information and referrals. This person may be contacted by visiting the State's Attorney's Office at 33 W. Washington St. in Hagerstown, or by calling 240-313-2000 and requesting the Victim/Witness Coordinator.

Some of the services available to you from the State's Attorney's Victim/Witness Coordinator include:

- Notification of court dates or cancellation of those dates;
- Providing a waiting area apart from the accused during the trial;
- Helping identify and obtain available financial assistance, or social services and aid in obtaining such assistance;
- Assisting with prompt return of stolen property;
- Providing for participation through a written statement and/or oral address in the sentencing phase of the trial;
- Providing information and assistance on obtaining restitution; and,
- Assisting in ensuring speedy handling of the case in which you are involved.

Additionally, you may request the following, in writing, from the State's Attorney's Office:

- The reading of victim impact statements at any hearing that considers release;
- To know when the convicted offender is scheduled to be released from prison or jail; and,
- To know when the offender escapes or receives a mandatory release from prison.

### HARASSMENT

As the victim or witness of a crime, you have the right to be free from harassment because of your involvement. If you are threatened, harassed, or otherwise intimidated by a suspect or the suspect's companions or family, immediately notify the Hagerstown Police Department. In an emergency, call 911. Otherwise you may call 301-790-3700.

### HIV EXPOSURE

A victim of an offense which may have resulted in an exposure to HIV (AIDS) may request in writing to the **State's Attorney's Office**, a hearing to determine if probable cause exists for the court to order a person charged, within one year from the day of the offense, to submit to a blood sample to test the presence of HIV. If the person is convicted or granted probation before judgement, the court may order a blood sample be taken for the purposes of testing for HIV or any other indicator(s) of AIDS, upon written request to the **State's Attorney's Office**. A victim who is notified of the test results may only disclose the results to protect the health and safety of the victim, victim's family or victim's sexual partner. Any other disclosure is punishable fine, imprisonment, or both.

### COUNSELING SERVICES

You may find the need to acquire counseling for yourself or others who have been affected by the impact of a crime. Listed below are a few of the agencies, which can be contacted for counseling services. Information on other services can be obtained by contacting the Victim/Witness Coordinator from either the Police Department or State's Attorney's Office.

#### Sexual Assault, Domestic Violence & Legal Advocacy Assistance

CASA, Inc. 116 W Baltimore St., Hagerstown, MD  
301-739-4990 B TDY 301-739-1012  
CASA Hotline 301-739-8975

#### Child Abuse Assistance

Child Protective Services- WCDSS  
122 N. Potomac St., Hagerstown, MD  
240-420-2222

Child abuse/Adult abuse hotline - 240-420-2222

#### Substance Abuse and Addictions Services

Washington County Health Department  
1302 Pennsylvania Ave, Hagerstown, MD  
240-313-3200.

#### Bereavement Services

Hospice of Washington County, Inc.  
20 S Prospect St, Hagerstown, MD  
301-791-6360

#### Family and Personal Counseling Services

Catholic Charities  
229 N Potomac St, Hagerstown, MD  
301-733-5858

**DOMESTIC VIOLENCE INFORMATION**

Physical abuse by one person against another is a crime.

**YOU CAN GET HELP:**

- Police Emergency.....911
- Non-Emergency.....301-790-3700
- State’s Attorney.....240-313-2000

Police can accompany you back into the family home to retrieve personal belongings for yourself and your children (clothing, medications, personal hygiene items and tools of a trade).

**YOU CAN FILE CRIMINAL CHARGES**

To file charges, go the District Court Commissioner’s Office or call their number (address and numbers are listed below). If the Commissioner declines to file charges, contact the Hagerstown Police Department and ask to speak with the Domestic Violence Coordinator (301-790-3700).

**YOU CAN REQUEST A CIVIL ORDER OF PROTECTION (COP)**

A Civil Order of Protection is a court order that offers certain remedies to victims of domestic violence, including:

- ordering the abuser to stop the violence;
- removing the abuser from the home;
- giving temporary child custody; and/or,
- order counseling.

During normal business hours you can go to the District Court or Circuit Court Clerk’s office to fill out the paperwork. During non-business hours, go to the District Court Commissioner (addresses and numbers are listed below). To be eligible, you must either be married, separated, divorced, have a child in common, cohabited for 90 days in the last 12 months, or be related by blood or marriage.

District Court - 36 W. Antietam St  
Hagerstown MD - 240-420-4600  
Circuit Court - 95 W. Washington St  
Hagerstown MD - 301-733-8660

You will receive notification from the Maryland Department of Public Safety and Correctional Services within 3 hours after the civil order of protection is served.

**PEACE ORDER**

A peace order is another remedy if you are not eligible under a Civil Order of Protection. If you are experiencing problems with an individual, including someone in a dating relationship, a neighbor, a stranger or anyone else, you must file within 30 days of an incident. Remedies available under this law can include:

- Order other person (respondent) to refrain from threatening or committing a prohibited act against petitioner;
- End all contact with petitioner;
- Stay away from petitioner’s home, place of employment or school;
- Go to District Court Clerk’s office to fill out paperwork Monday B Friday, 8:30 am B 4:30 pm. A \$50.00 fee will be charged for filing a Peace order.

**MAKE A SAFETY PLAN**

**This plan should only be used if it is safe to do so. Do nothing that will jeopardize your safety.**

**Gather:**

- Cash;
- Apparel for you and your children;
- Financial records, bank books important papers (birth certificates, school records, and health records);
- Extra house and car keys;
- Telephone numbers where you can get help (see information within); and,

- An escape plan (police, motel, and friends, SHELTER).

**CASA, Inc.** (Citizen Assisting and Sheltering the Abused) can assist you with:

- Information and referral;
- Crisis shelter for abused women and their children;
- Counseling for women, men and children; and,
- Legal Advocacy Services B provides counseling, information and accompaniments concerning divorce, child custody and support, property settlement, protection from domestic violence and criminal prosecution.

CASA, Inc. ....301-739-4990  
CASA Hotline.....301-739-8975

If you have any questions about police investigations in which you are a victim or witness, or if you have additional information, you may call the Hagerstown Police Department at 301-790-3700. Please provide the following information

Initial Contact Officer

Date & Time of Incident

Incident Case Number: \_\_\_\_\_

**In an emergency, dial 911.** At that time, advise the police dispatcher of the nature of the emergency and your location. The police dispatcher may also need additional information. Your cooperation will enable us to assist you more efficiently.

***VICTIM, WITNESS,  
AND  
DOMESTIC VIOLENCE  
ASSISTANCE***



***HAGERSTOWN  
POLICE DEPARTMENT***

*“To Protect and Serve”*

50 N. Burhans Blvd. Hagerstown, MD 21740  
301-790-3700  
Emergency – 911