**Victim Services Unit Resource Guide – Template**

**Overview**

Victim Services Unit personnel rely on partnerships to effectively serve victims and co-victims to meet needs that extend beyond law enforcement contact.

A resource guide can assist victim services personnel in effectively receiving and completing referrals and supportive handoffs with external partners. Referrals occur when information is provided to victims and co-victims to independently make contact. Supportive handoffs occur when information is exchanged in the presence of those served.

When used consistently, a resource guide can reinforce overall performance and service standards that have been established through policies and training.

A resource guide can be a reliable source to support the following:

* Improved organization – resources grouped by topic areas to facilitate connections with external resources
* Enhanced consistency – regularly vetted sources of complementary support for victims and co-victims that are accessible to all personnel
* Increased efficiency – streamlined content to include topic-specific resources
* Expanded reciprocity – tangible method to reinforce bidirectional and effective external partnerships

Victim Services Unit personnel can experience increased confidence and reduced stress while completing assigned responsibilities when they have access to tools that support their efforts.

**Intention of Victim Services Unit Response Checklists – Templates**

This template provides sample language and content for law enforcement agency use when establishing or revising a resource guide to identify external partners, the scope of their services, and current contact information. Agency personnel should review and revise the *Victim Services Unit Resource Guide – Template* to ensure consistency with appropriate statutes and agency policies, procedures, and practices.

**August 2024**

Agency Logo / Information

Victim Services Unit Resource Guide

[Month Year]

This resource provides [Agency] Victim Services Unit personnel and those they serve with information about resources available to support their needs.

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| **Common Contacts** | | |
| **Agency/Organization**  Phone Number  Address  Website | **Agency/Organization**  Phone Number  Address  Website | **Agency/Organization**  Phone Number  Address  Website |

|  |  |  |
| --- | --- | --- |
| **Hospitals** | | |
| **Agency/Organization**  Phone Number  Address  Website | **Agency/Organization**  Phone Number  Address  Website | **Agency/Organization**  Phone Number  Address  Website |

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| --- | --- | --- |
| **Other Victim Services** | | |
| **Agency/Organization**  Phone Number  Address  Website | **Agency/Organization**  Phone Number  Address  Website | **Agency/Organization**  Phone Number  Address  Website |

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| --- | --- | --- |
| **Other Law Enforcement Agencies** | | |
| **Agency/Organization**  Phone Number  Address  Website | **Agency/Organization**  Phone Number  Address  Website | **Agency/Organization**  Phone Number  Address  Website |

|  |  |
| --- | --- |
| **TOPIC** | |
| **Sub-Topic** | |
| **Agency/Organization**  Phone Number  Address  website  Description of services and referral processes | **Agency/Organization**  Phone Number  Address  website  Description of services and referral processes |
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