CINCINNATI CITIZENS RESPECT OUR WITNESSES (CCROW)

INTAKE & CASE MANAGEMENT POLICY

SECTION 1 - PROGRAM OVERVIEW

The Cincinnati Citizens Respect Our Witness (CCROW) Program provides resources and advocacy and court support services for victims and witnesses of violent crime. Cincinnati understands the complexity of crime and is ready to empower our witnesses to our communities as the safest in America.

What we are:

- A witness support service encompassing a variety of services and referrals.

What we are not:

- Witness protection involves changing identity.

The CCROW witness support program provides a variety of services including court-related services, social services and referrals to counseling services designed to meet the needs of witnesses and their loved ones. Local volunteers with a desire to make our communities safer and break down the "No Snitch" culture largely service the program. It was developed and is supervised by the Cincinnati Police Department. In some cases, compensation may be available through the Ohio Victims of Crime program.

It is a known fact that there is a "No Snitch" mentality that has plagued our communities over the last several decades, making it difficult to prosecute known criminals for the heinous crimes they commit. Cincinnati identified a need within the system to offer empowerment to our witnesses. With collaboration between the City of Cincinnati, Cincinnati Police Department, Hamilton County Sheriff's Office, Hamilton County Prosecutor's Office and volunteers from within our communities and businesses, the CCROW support program was created.

#Cincinnati says: "If you see something, say something"

This policy ensures:

- Consistent safety screening
- Proper documentation and legal compliance
- Clear case tracking
- Defined separation of intake pathways
- Coordinated service delivery
- Accurate case closure procedures

SECTION 2 - PROGRAM INTAKE STRUCTURE

The CCROW Program operates under one unified intake framework with two distinct referral pathways:

1. **Homicide Witness Intake**
2. **District Non-Fatal / Shooting / Other Violence Intake**

All cases must follow the Core CCROW Intake Standards, regardless of pathway.

SECTION 3 - CORE CCROW INTAKE STANDARDS

(Applies to ALL CCROW Cases)

3.1 Safety & Initial Engagement

All CCROW cases must begin with:

- Completion of Lethality / Safety Assessment
- Initial contact with client
- Information to be provided:
    - Criminal Justice Process overview
    - Victim/Witness Rights information
    - Court notification process
    - Available CCROW support services
    - Contact procedures

3.2 Documentation & Consent

The following must be completed:

- Schedule and conduct **In-Person Intake**
- Complete CCROW Intake Packet
- Obtain **Release of Information (ROI)** for ALL involved providers
- Determine Client Type:

Client Classification	**Definition**
CCROW	Witness only
VALU-CCROW	Witness and/or Family Member connected to case

3.3 Case Entry & Tracking

All cases must be entered:

- VS Tracking System
- Master CCROW Spreadsheet
- Advocate Caseload Tracking (once assigned)

All contact attempts and actions must be documented.

3.4 Case Assignment & Monitoring

- Case assigned to Advocate
- Intake review completed
- Follow-up schedule initiated
- Case monitored for safety and service needs

3.5 Case Determination & Closure

Case Type	Closure Standard
Court Involved	Remains open until case resolution
Non-Court -	Close after 30 days unless needs remain

Closure requires:

- CCROW Survey completed
- Case Closure submitted
- Final VS Tracking documentation entered

SECTION 4 - HOMICIDE WITNESS INTAKE POLICY

4.1 Referral Source

Referrals originate from **Homicide Detectives**.

4.2 Intake Process

1. Conduct Lethality / Safety Assessment
2. Initiate Initial Contact
3. Provide:
    - Criminal Justice Process overview
    - Victim/Witness Rights

    - Court Notification process
4. Schedule In-Person Intake
5. Obtain ROI for all providers

4.3 Case Documentation

- Add case to VS Tracking System
- Determine Client Type (Witness vs VALU-CCROW)
- Enter on Master CCROW Spreadsheet
- Document case notes and actions

4.4 Case Progression

Case follows ***Core Intake Standards Sections 3.4 – 3.5***

SECTION 5 – DISTRICT NON-FATAL / SHOOTING / OTHER REFERRAL INTAKE POLICY

What is a district case

A District case is any case with non-fatal victimization. This could include shootings, robberies, assaults, etc. These victims will be testifying witnesses in their own case, so therefore they are a victim/witness.

5.1 Referral Sources

Referrals may originate from:

- Shooting Reports
- UCMC Hospital / Clinic
- Detectives / Officers
- Prosecutor's Office
- Self-Referral
- Other verified sources

5.2 Initial Information Gathering

Shooting Report Cases

- Follow Shooting Report Protocol
- Verify case in Axon
- Add to Shooting Report Spreadsheet
- Obtain victim contact info
- Request missing info from Detective if necessary

UCMC / Clinic Cases

- Meet client in clinic
- Collect contact & incident info
- Verify case in Axon when in office

Other Referrals

- Confirm incident report exists in Axon

5.3 Intake Process

1. Complete Lethality / Safety Assessment
2. Conduct Initial Contact / Assessment
3. Add case to VS Tracking
4. Add to District Master CCROW Spreadsheet
5. Document contact attempts

5.4 Case Assignment

- Assigned to Advocate
- Add to Advocate Caseload Tracker
- Conduct Case Review

5.5 In-Person Intake

- Complete CCROW Intake Packet
- Obtain ROI
- Complete required documentation

5.6 Case Follow-Up

- Weekly contact for 30 days
- Determine:
    - Court Involved → Remains open
    - Non-Court → Close after 30 days (Supervisor consult if needed)

5.7 Case Closure

- Complete CCROW Survey
- Submit Case Closure
- Enter final documentation in VS Tracking

SECTION 6 - All CCROW staff must:

- Complete required documentation within mandated timeframes

- Maintain confidentiality and trauma-informed practice
- Ensure ROI is obtained before provider coordination
- Document ALL contact attempts
- Follow supervisor consultation requirements for extended cases

Addendum I: VALU/ CCROW LETHALITY ASSESSMENT

The VALU/CCROW Lethality Assessment is used to assess the safety of individuals identified as CCROW in homicide and or a victim of a crime. The Lethality Assessment should be administered to determine the level of danger and severity of the situation. There is no fixed score for this assessment that indicates whether a client will be free from danger or harm. Advocates should use their judgment to interpret the information which the victim provides
Roughly, more yes answers to the Lethality Assessment questions indicate that the patient is more likely to be in danger or severely injured. It is important to use the results of this assessment in a constructive way, to develop a safety plan that will address the specific circumstances of the victim's situation.

Victim Name: Detective:
Case Number: Offender(s):

1. Is the CCROW known to the alleged perpetrator?
    a. Yes
    b. No
2. Has the alleged perpetrator threatened the CCROW? (This may include verbal, written, or physical threats)
    a. Yes
    b. No
3. Does the alleged perpetrator own or have access to a deadly weapon?
    a. Yes
    b. No
4. Is the alleged perpetrator part of a gang or other organized crime?
    a. Yes
    b. No
5. Are the alleged perpetrator and the CCROW from the same area?
    a. Yes
    b. No
6. Is the alleged perpetrator currently in jail?
    a. Yes
    b. No
7. Is it believed that the alleged perpetrator can post bail/bond?
    a. Yes
    b. No
8. Is the alleged perpetrator a repeat offender of violent crimes?
    a. Yes
    b. No
9. From the perspective of the officer/ detectives, should an alarm be placed in the victim/ witness's home?

a. Yes
b. No

10. From the perspective of the officer/ detective, should the victim/ witness be placed in a hotel or relocated?

a. Yes
b. No

Total Number of Yes_____

☐Victim is High-Danger based on score: Weekly contact

☐ Victim is High-Danger based on officer belief: Weekly contact

☐ Victim is not assessed as High-Danger: Monthly Contac