

(separate building at 7765 Hurontario Street, Brampton) but provides a waiting room(s) and support within the main Courthouse for the victims/witnesses attending to testify. V.W.A.P. staff have access to the crown brief and other related police information. The staff do **not** discuss the case with the victim/witness, but will provide the victim/witness with information, support and assistance, including:

- (a) case specific information to the victim (hearing dates, assigned Crown, information regarding probation orders etc.);
 - (b) information about the justice system (policies and processes);
 - (c) orientation of the victim/witness to the Courtroom;
 - (d) information regarding victim impact statements and criminal injuries compensation;
 - (e) assistance to the Crown and/or police to arrange interviews;
 - (f) referral of the victim/witness to relevant community agencies;
 - (g) provision of onsite support and crisis information; and,
 - (h) where possible, accompany the victim/witness while in Court.
3. Referral to the V.W.A.P. is usually made by the Office of the Crown Attorney, or members of this police Service at

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L. Officer-in-Charge, Staff Operations

1. The O.I.C., Staff Operations or designate, shall be the P.R.P. liaison with the Board of Directors of Victim Services and in that capacity shall perform, administer and/or coordinate the following functions:
 - (a) sit as an active member of the Board of Directors of Victim Services of Peel, and other associated Board Committees, as deemed necessary;
 - (b) be available to provide information and direction to members of the Board of Directors, the Executive Director and such staff as may be periodically designated by the Executive Director as requiring direct contact;
 - (c) where possible, ensure that those directives enacted by the P.R.P. which could impact on the operation of Victim Services are brought to the attention of the Board and the Executive Director;
 - (d) ensure that Victim Services policies and procedures do **not** conflict with those of the P.R.P.;
 - (e) when possible, represent the P.R.P. at Victim Services functions, as requested by the Board or Executive Director;
 - (f) endeavour to increase the awareness and utilization of Victim Services by members of the P.R.P. by:
 - (i) submitting articles to in-house publications (e.g. Newsletters etc.), concerning the