



Advocate Victim Notification Record

NC SAKI: Victim Notification Toolkit

Case Number: _____ Incident Date: _____

Victim/Survivor Name: _____ V/S DOB: _____

V/S Address: _____

V/S Email: _____ V/S Phone: _____

V/S Emergency Contact (Name/Contact): _____

Suspect Name: _____ Suspect Unknown: Yes _____ No _____

Relationship of suspect to V/S: _____

Victim Advocate (Name/Agency/Contact): _____

Law Enforcement Officer (Name/Contact): _____

Case to case hit? Yes _____ No _____ Case to Case LE Agency _____

Case to Case LEO (Name/Contact): _____

District Attorney (Name/Contact): _____

If victim notification will NOT be attempted, state reason:

Date SAK sent to lab: _____ Date of SAK lab results: _____

Lab Results: CODIS hit _____ CODIS upload, no hit yet _____ No/Not enough DNA _____

Would the V/S like to be kept informed about the status of the case? Yes _____ No _____

How would the V/S like to receive this information? (phone/email/letter/etc.) _____

Would the V/S like to participate in a possible court case? Yes _____ No _____

Comments re: V/S involvement in the above:

Please document all attempts at contacting the V/S, including the outcomes. Remember that phone is preferred in most cases, and a letter is most often only sent as a last effort to make contact. You are not limited to 5 attempts – please add more lines if needed.

Attempt	Date	Officer	Advocate	Method	Details
1 st					
2 nd					
3 rd					
4 th					
5 th					

Please list the resources LE/Advocate provided the V/S:

Once you successfully contacted the V/S, please share your overall feelings about how it went:

What do you wish you would have done differently?:

Victim notifications are not just difficult for the V/S, they can also be traumatic experiences for the notifier(s). It is important that you debrief your experience and process your feelings and thoughts. Who will you debrief this notification with?

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