



MONTGOMERY COUNTY DEPARTMENT OF POLICE
VICTIM/WITNESS ASSISTANCE INFORMATION



The Montgomery County Department of Police is committed to the fair, compassionate, and sensitive treatment of victims and witnesses of crime. Our commitment to victims and witnesses includes ensuring that victims and witnesses are afforded reasonable protection; are kept reasonably informed of case status and the arrest of any suspect; receive recovered stolen property promptly unless needed for court; and are given information and referrals that may aid in coping and recovering from the effects of crime.

COUNTY POLICE DISTRICT STATIONS:

1st District

100 Edison Park Drive, Gaithersburg, MD 20878
 Main 240-773-6070
 Victim Assistant 240-773-6082

2nd District

7359 Wisconsin Avenue, Bethesda, MD 20814
 Main 240-773-6700
 Victim Assistant 240-773-6725

3rd District

1002 Milestone Dr, Silver Spring, MD 20904
 Main 240-773-6800
 Victim Assistant 240-773-6859

4th District

2300 Randolph Road, Wheaton, MD 20902
 Main 240-773-5500
 Victim Assistant 240-773-5547

5th District

20000 Aircraft Drive, Germantown, MD 20874
 Main 240-773-6200
 Victim Assistant 240-773-5704

6th District

45 West Watkins Mill Road, Gaithersburg, MD 20878
 Main 240-773-5700
 Victim Assistant 240-773-5704

OBTAINING POLICE REPORTS

Copies of Collision Reports can be obtained at the district police station located in the district where the collision occurred. To obtain the copy of an Event Report (something other than a collision), direct your request in person or in writing to:
Montgomery County Police – Records Management Section
100 Edison Park Dr, Gaithersburg, MD 20878, 240-773-5330
 Walk-in hours: 8:00 a.m. – 4:00 p.m. Monday – Friday
 Payment is \$10.00 per report. Please provide the correct report number and payment with your request. Checks should be made payable to Montgomery County Government.

IMPORTANT POLICE INFORMATION

Emergency(24 hours)911
 • To request police assistance if a crime is about to occur, is in progress, has just occurred, or if someone is in danger or at risk of being injured.

Non-Emergency (24 Hours)301-279-8000
 • To request police assistance where there is no reason to believe there is any physical danger. You may be referred to our Telephone Reporting Unit (TRU).

Victim/Witness Assistance Unit.....240-773-5626
 • Assists victims in finding support, information, and appropriate sources within the community to help in the aftermath of crime. You may also contact the Victim Assistant at your district police station (numbers are listed in left column).

Special Victims Investigations Division240-773-5400
 • Investigates child abuse, rape, and certain sex offenses involving victims under 18 years of age. Also handles reported cases of youth runaways.

Domestic Violence Unit240-773-5050
 • Investigates domestic violence cases of 1st Degree Assault, strangulation, and stalking.

Fraud Section.....240-773-6330
 • Investigates reports of credit card fraud, forgery, counterfeiting, and embezzlement.

Crime Solvers Tip Line.....240-773-TIPS
 • Allows residents to offer anonymous information about crime. Rewards are paid for information leading to the arrest and indictment of criminals or the capture of wanted persons.

Drug Tip Hotline.....240-773-5959
 • Allows residents to offer anonymous information relating to illegal drug activity.

Gang Tip Hotline.....GangUnit@montgomerycountymd.gov
 • Allows residents to offer anonymous information relating to illegal gang activity.

HOW TO FILE CHARGES

- Report the incident to the police.
- Obtain the report number from the officer.
- See a **District Court Commissioner** to file criminal charges. A warrant or a summons to appear in court may be issued for the offender. If a Commissioner declines to issue charges, you can request that the State’s Attorney file charges against the offender.

District Court Commissioners:

- Silver Spring Courthouse301-563-8550
- Rockville Courthouse (24 hours)301-563-8850

FOR YOUR REFERENCE

Report Number: _____ Date: _____

Officer's Name: _____

Telephone Number: _____



DOMESTIC VIOLENCE INFORMATION

If you have been hurt or threatened at home – **this is a crime**. Dial 9-1-1 and notify the police immediately! (*You do not have to be a U.S. citizen to receive help.*)

- If you are injured – seek medical attention. If you need emergency shelter or counseling, please call the **Abused Persons Crisis Line** at 240-777-4673.
- If you have left home and are in fear of harm upon return to your home – call the police at 301-279-8000 to request they accompany you back home to get essential items such as clothing and medicine.
- All arrested individuals will be taken before a commissioner and may be released within two hours of the arrest.
- **In Domestic Violence Cases Only** – If the offender is arrested:
 1. The telephone number that you give to the police officer will be used to attempt to contact you, one time, in the event that the offender is released or posts bond within 12 hours of arrest; **and**,
 2. You may also contact the jail at 301-610-7217 to confirm if the offender has been released or admitted; **and**,
 3. If the offender is admitted to the jail, you must register for the **VINE® Service** (1-866-634-8463) in order to receive notification of the offender's release.

Need to Know About an Inmate's Custody Status?

Call 1-866-634-8463
The VINE ® Service

What is VINE?

- VINE is a free, anonymous, fully automated service for crime victims and witnesses.
- VINE allows you to check the custody status of an inmate in the Montgomery County Detention Center and register to receive automatic telephone notification when the inmate is transferred or released.

EMERGENCY PROTECTION FROM DOMESTIC VIOLENCE (Protective Orders)

Protective Orders can temporarily remove the abuser from the home, order the abuser to stop the abuse, enter counseling, and award temporary custody of children. Protective orders include an **INTERIM ORDER**, which can be issued by a District Court Commissioner when courts are closed and lasts up to two business days; a **TEMPORARY ORDER** which is issued by a judge and is good for seven days; and a **FINAL ORDER** which is issued by a judge and lasts for up to one year with a possible extension of six months. Victims do NOT have to obtain an Interim order first. The Interim Order is available to allow the victim immediate protection when the courts are closed. Violation of a Protective Order is a crime and should be reported to the Police Department (911) and/or the Sheriff's Office 240-777-7016.

To file for an immediate protective order you may go to any of the three courthouses listed below (Monday – Friday before 4:30 p.m.). When the courthouse is closed (after hours, weekends,

or holidays) you may go to a District Court Commissioner to apply for a protective order.

Courthouses

- 50 Maryland Avenue, Rockville, MD (Circuit Court)
- 191 East Jefferson Street, Rockville, MD (District Court)
- 8552 Second Ave, Silver Spring, MD (District Court)

RESOURCE / REFERRAL INFORMATION

Emergency Food, Shelter, Financial, and/or Counseling Assistance

Montgomery County Crisis Center..... 240-777-4000
• 24-hour hotline and walk-in service to assist in situational and mental health crisis

Victim Assistance and Sexual Assault Program Crisis Line (24 Hours)240-777-4357
• Provides counseling and, in some cases, financial assistance to victims of general and sexual crimes

Abused Persons Program Crisis Line (24 Hours)240-777-4673
• Assists victims of mate-related physical abuse, including shelter and counseling services

Conflict Resolution Center of Montgomery County 301-652-0717
• Provides conflict mediation to help resolve ongoing disputes

Family Justice Center 8:30am-5:30pm240-773-0444
• One-stop center for victims of family/domestic violence and their children

Health and Human Services Emergency Services
Provides food stamps, medical assistance, temporary cash assistance, and other financially eligible services.
Germantown.....240-777-3420
Rockville.....240-777-4600
Silver Spring240-777-3100
After 5:00 p.m. call.....240-777-0311

Montgomery County Government Agencies
Office of Child Support Enforcement1-800-332-6347
Landlord/Tenant Affairs240-777-0311
Child Protective Services (24 hrs)240-777-4417
Adult Protective Service (24 hrs)240-777-3000

Court-Related Numbers
State's Attorney's Office240-777-7300
Sheriff's Office240-777-7000
Family Services Division240-777-9079

CONCERNED ABOUT HIV EXPOSURE?

If you are the victim of an offense which may have resulted in exposure to HIV, you can obtain further information about your rights under Maryland law by contacting the State's Attorney's Office at 240-777-7300



The Montgomery County Department of Police is sorry that you or someone you know is going through a difficult time and want you to know that you do not have to go through this alone. Our specialized Victim Assistance Unit offers support and information to crime victims, witnesses and their families. Our Victim Assistant Specialists (VASS) work to help reduce the trauma that victims and witnesses may experience following a crime.

Who Can Use the Victim Assistance Unit?

Anyone that has been impacted by crime can use the services of the Victim Assistance Unit.

What Do Services Cost?

Services provided by the Victim Assistance Unit are free of charge.

What Help Can the Victim Assistant Unit Provide Me?

A Victim Assistance Specialists (VAS) can be found in each of the Department's District Stations so you can get help closest to where you live or where the crime occurred.

A VAS helps crime victims, and in some cases, witnesses in the following manner:

- *Locating emergency shelter, counseling services and in some instances, financial assistance.*
- *Assistance in filing for crime victim compensation to pay medical bills, replace lost wages, funeral expenses and other costs associated with the actual crime.*
- *Referrals to local, county or state programs for long-term counseling, rental or utility assistance, crime scene clean-up, filing for long-term disability, filing for child support, and others services that may apply.*
- *Assistance in enhancing safety options, such as filing for protective orders; enrolling in the VINE (Victim Information and Notification Everyday program (provides custody status and court scheduling information; and, home security checks.*
- *Employer, creditor or landlord intervention.*
- *Other services as needed by a victim.*

Every case is different and all cases will be customized to victims' individual needs.

How Do I Contact A Victim Assistant Specialist?

1st District – Rockville
100 Edison Park Drive
Gaithersburg, Maryland 20878

Victim Assistance: (240) 773-6082

2nd District – Bethesda
7359 Wisconsin Avenue
Bethesda, Maryland 20814

Victim Assistance: (240) 773-6725

3rd District – Silver Spring
1002 Milestone Drive
Silver Spring, Maryland 20904

Victim Assistance: (240) 773-6859

4th District – Wheaton/Glenmont
2300 Randolph Road
Wheaton, Maryland 20902

Victim Assistance: (240) 773-5547

5th District – Germantown
20000 Aircraft Drive
Germantown, Maryland 20874

Victim Assistance: (240) 773-5704

6th District – Montgomery
Village/Gaithersburg

45 West Watkins Mill Road
Gaithersburg, Maryland 20878

Victim Assistance: (240) 773-5704

Frequently Called Numbers

Montgomery County 24 hour Crisis Center

(Provides crisis intervention and direct assistance for those experiencing a mental health crisis)
(240) 777-4000

Abused Person's Program

(Domestic Violence Services)
(240) 777-4195

Victim Assistance and Sexual Assault Program

(Crime victim support and advocacy)
(240) 777-1355 (General Calls)
(240) 777-2357 (24 hour crisis line)

Adult Protective Services

(Elder Abuse and Neglect)
(240) 777-3000

Child Abuse and Neglect Hotline

(To report child neglect, abuse or sexual abuse)
(240) 777-4417

Family Justice Center

(Domestic/Family Violence Services, including protective/peace orders)
(240) 773-0444

Catholic Charities

(202) 939-2402

Spanish Catholic Center

(301) 431-4185

CASA of MARYLAND

(301) 431-4185

Identity Theft Resource Center

(24/7 support to Victims of Identity Theft)
1-888-400-5530

Suicide Prevention Hotline

(Suicide prevention, awareness and support)
1-800-422-0009 (State-wide)

Montgomery County State's Attorney

(prosecutes those arrested for crimes in Montgomery County)
(240) 777-7300

Victim Information and Notification

Everyday (VINE) is a free, automated notification telephone service that provides interested parties with information on an offender's custody status or court scheduling information.

To register to be notified if an offender has been released from custody call 1-866-MD4-VINE or to find out court scheduling dates, please go to VINELINK.com.

Maryland's Criminal Injuries

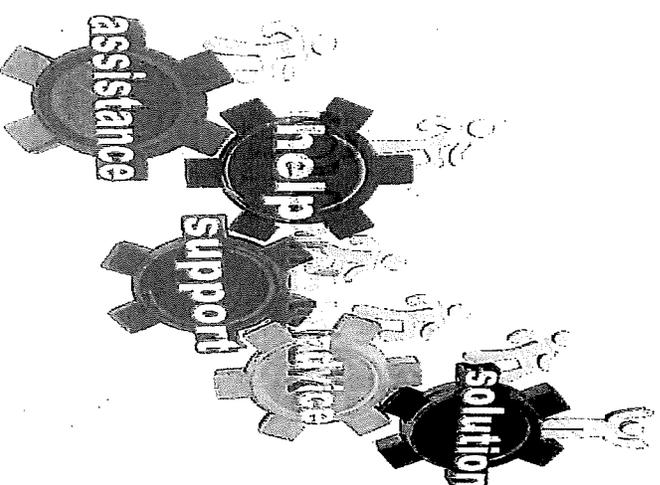
Compensation Board (CICB)

(reimburses innocent victims of crime for cost relating to the crime such as medical bills, lost wages, funeral and counseling expenses. A Victim Assistant can help you apply, if you qualify.)
(410) 585-3010
Toll Free: 1-888-679-9347

Police Report #: _____

Montgomery County
Department of Police

Victim Assistance Unit



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