

DA'S OFFICE FELONY SEX CRIME PROCEDURES

- _____ Review police file and defendant's bail status
- _____ Have victim contact with any
 - _____ PO requests
 - _____ Restitution needs
- _____ Run criminal history
- _____ Make any calls to probation or DSS, if necessary
- _____ Meet personally with victim and parent and Victim Advocate should be available
- _____ Arrange for any video-taping
- _____ Discuss any conversations/admissions/statements with officer
- _____ Formulate offer after completing all of the above
- _____ Conf. with others involved to solidify offer
- _____ Communicate offer to victim's family either personally or through victim advocate
- _____ Make written offer in writing with deadline following
- _____ Watch your 45 days and go to grand jury or Preliminary Hearing if not resolved
- _____ Complete memo in file for office staff outlining reasons for offer
- _____ Personally handle conference/plea/sentencing with assigned Circuit Court Judges
 - If Order of Protection is part of disposition, make sure information is given to clerks' office
- _____ Check with Victim Advocate prior to sentencing on whether victim statement has been prepared for sentencing (make necessary copies and distribute).