Conviction, sentence, release and probation supervision: When someone is convicted of an offence and sentenced to detention at the Military Corrective Training Centre (MCTC) or imprisonment to a civilian prison, they will pass into the care of the relevant detaining organisation. If this is the case, your VLO will inform you of your entitlement to opt in to the Armed Forces Victim Contact Scheme, following which you can be informed of the key stages of the offender's sentence, such as release information.

FURTHER INFORMATION

You can use the Victims' Information Service to find more detailed information about support and services for victims within the UK in the Helping You Recover from a Crime section at
www.victimsinformationservice.org.uk
or phone
0808 168 9293.

Within the UK Citizens Advice can help with financial problems or advice, legal issues or other practical problems. To find out more, visit:
www.citizensadvice.org.uk
or call
0845 126 4264.

Members of the military community can also call Forcesline
(Mon – Fri, 1030 – 1930hrs (UK local time)
on Freephone:
UK - 0800 7314880
Germany - 0800 1827395
Cyprus - 800 91065
Falkland Islands - #6111
Rest of the world - +44(0)1980 630854

DETAILS OF THE CRIME YOU HAVE REPORTED

Thank you for reporting this incident. You can find below some details about the incident you have reported and other useful contact details. You may find it useful to keep this leaflet for future reference so that you have all the contact details and important information about the incident you have reported in one place, together with details about advice and support services that may be available to you.

Initial Contact:
Name of person recording your incident:

Phone Number or Email Address:

Person dealing with the case (if different from above):
Name:

Phone Number or Email Address:

Case Details:
Date Incident Reported:

Date of Incident (if different from above):

Investigation Reference Number (if assigned):

Description of the Incident/offence:

Information for Victims of Crime

This leaflet sets out what you can expect from the Service Justice System if you are a victim of crime.

It contains information about organisations that you can contact for free advice, practical information and emotional support.

Next Steps

You will be informed by the person investigating your complaint about what to expect from the Service Justice System, including information about the Victims' Code. The Victims' Code sets out the services you can expect from Service Justice providers. A "needs assessment" will be conducted and you will be asked questions to establish what help and support you might need. The Victims' Code also sets out your rights to make a complaint under the Victims' Code if you are unhappy with the service you receive. If you would like to read the Code in full please visit: **https://www.gov.uk/Armed Forces Code link**

If the crime against you did not take place within the European Union (EU), you will still be entitled to many of the services set out in the Victims' Code, but only in relation to criminal proceedings that take place in the EU. However, if you are not present in the UK, the country in which you reside shall provide any Victim Support services to you.

The Victim Personal Statement (VPS): The Victims' Code entitles victims of crime to make a Victim Personal Statement (VPS). The VPS helps give victims a voice in the Service justice process. In your VPS you can inform those hearing your case how the offence has affected you or your family. You can ask to read your statement aloud in court or have it read out on your behalf if the accused is found guilty. If your case is subject to Summary Hearing, your VPS will form part of the case papers considered by the Commanding Officer (CO).

Victim Support: If you are present in the UK or are a person subject to Service discipline, with your agreement your details will be passed on to an organisation that provides services to victims of crime. This can include assistance with health and housing issues. In the majority of cases, your details will be passed on to a local victim support service. You can also contact these services directly if you would like support following a crime. To find out more, visit: www.victimsupport.org.uk or phone 0808 1689293 in the UK or 05251 1809340 in Germany. Additional support is also be available through SSAFA, single Service welfare agencies and the Forces Helpline.

Working together to investigate your crime: The Service Police or a Commanding Officer may investigate your crime. To assist those who will investigate your crime (whose contact details are overleaf) you should let them know:

- If you remember something not already included in your current statement.
- If the crime involved any type of hostility, for example if you were targeted because of your race, sexuality, religion, disability or gender identity, or perceived race, sexuality, religion, disability or gender identity.
- If you have any specific needs, for example, mobility, communication or religious requirements.

Protection against harassment or intimidation: If you, or others close to you, are harassed or threatened in any way during an investigation or a trial, you should contact the Service Police immediately. If the accused is released from Service custody, requirements may be imposed that would prevent them from making any contact with a named person or persons. You could also apply to a court to get an injunction against the accused if you think it's likely that he or she will harass you. In addition, protection for victims and witnesses against witness intimidation extends for up to a year after the end of a trial.

Criminal charges: If there is sufficient evidence to charge the person(s) that committed the crime against you with a criminal offence, it may be dealt with at Summary Hearing by the suspect's CO, or the case may be referred to the Service Prosecuting Authority (SPA), who will decide whether to prosecute or not and whether to take your case to a Service court. To find out more about the SPA and for a useful overview of the Service Justice System visit: **http://spa.independent.gov.uk/index.htm**

Notification: You are entitled to the following information:

- Decision not to investigate, end an investigation or not to prosecute a suspect, with brief summary of reasons where available.
- The time and place of the trial and nature of the charges.
- The final judgement in the trial or Summary Hearing with brief summary of reasons where available.
- Information about the state of the criminal proceedings at your request, unless it may adversely affect the proper handling of the case.
- When notified of a decision that qualifies for a review under the Service Police, Commanding Officer or SPA Right to Review Schemes, sufficient information to enable you to decide whether to request a review.

A Victim Liaison Officer (VLO) (or in some cases a Service Police Liaison Officer) will be appointed to you to inform you about the progress of your case, including the date and outcome of any hearings. They can also give information on claiming expenses for attending court, including travel, allowances for meals, loss of wages and child care.

Going to a Service court as a witness: The Military Court Service (MCS) is responsible for administering all Service Courts. To find out more visit https://www.gov.uk/guidance/the-military-court-service. The MCS will provide a witness support leaflet to all witnesses in advance of a trial. The leaflet provides information on claiming expenses for attendance at court as well as details of what you can expect on the day and court procedures.

The Witness Service, run by Victim Support, helps victims and witnesses attending court. They are trained staff and volunteers who you can talk to about what to expect before going to court during a pre-trial visit, and who are also present to support you at court. The Witness Service cannot discuss the case or the contents of your evidence with you. To find out more, visit: www.victimsupport.org.uk or call 0808 1689293

Compensation: UK: If you have been the victim of a violent crime, you may be eligible for compensation. If the incident took place within the UK, this will be via the Criminal Injuries Compensation Authority (CICA). You can apply online at www.gov.uk. If you need help to complete an application by telephone contact the CICA Customer Service Centre advisors on 0300 003 3601. You can apply for compensation whether someone has been prosecuted for the offence or not but you must apply within two years of the date of the incident. You should not wait until the end of a civil or criminal trial before applying for criminal injuries compensation. To find out if you are eligible for payment for having suffered immediate financial hardship contact Victim Support on 0845 30 30 900 or visit: www.victimsupport.org.uk as soon as possible. **Overseas:** If you are a person subject to service law and have been the victim of a violent crime overseas, you may be eligible to claim compensation via the Criminal Injuries Compensation (Overseas) Scheme, for which information can be found at www.gov.uk/government/publications/guide-to-the-criminal-injuries-compensation-scheme. Similarly, for Civil Servants there is the Civil Service Injury Benefits Scheme, for which information can be found at www.civilservicepensionscheme.org.uk.

Translation and Interpretation: If you do not understand or speak English, you are entitled to ask for interpretation into a language you understand when reporting a crime, being interviewed in respect of the crime or giving evidence in criminal proceedings. The Victims' Code sets out your entitlement to request the translation of key documents as part of the case, including the written acknowledgement.