

GREENE COUNTY
VICTIM/WITNESS OFFICE

CONFIDENTIALITY POLICY

The Greene County Victim/Witness Office recognizes and respects the importance of Staff/Client confidentiality, and will practice necessary measures to keep information revealed by victims confidential. All staff members will hold this information in the strictest of confidence at all times, *unless there is a threat of imminent and serious danger or harm to the victim*. It is also possible that our policy may not hold up to a subpoena. We will make sure that our victims are made aware of their right to confidentiality at our earliest contact.

PROCEDURE:

1. All victims are notified of their right to confidentiality in person at the preliminary hearing or in writing in their initial correspondence from the Victim/Witness Office.
2. The Victim/Witness Office will obtain verbal or written permission from the victim before conferring on his/her behalf with anyone in another system.
3. All victim files will be maintained in the secure computer system in the Victim/Witness Office accessible only to staff members of the Victim/Witness Office. This program is a password-secured system and no other County employees have contact with these files.
4. A request by the victim for records must be in writing and retained in the victim's file.
5. A victim may review his/her file only in the presence of an authorized Victim/Witness staff member.
6. A victim may agree to disclose information, but only if it is a written request including: (a) Name and organization to whom information will be released;(b) What information is to be released; (c) Signature and date of victim/guardian; (d) Signature of witness; (e) Expiration date of consent; (f) Information that consent is revocable at the written request of the person giving consent.
7. All staff members in the Victim/Witness Office must sign a statement acknowledging confidentiality with all victims.