

CITY OF COLUMBIA  
POLICE DEPARTMENT

EMERGENCY SERVICES

9-1-1

NON-EMERGENCY / DISPATCH

252-2911

VICTIM ASSISTANCE

545-3503

CHIEF OF POLICE

545-3510

INVESTIGATION

545-3525

CRIME PREVENTION

545-3555

COLUMBIA POLICE  
DEPARTMENT

VICTIM ASSISTANCE  
UNIT



A  
Service Guide  
For  
Crime Victims

# 1 Justice Square  
Columbia, SC 29201

Office:

(803) 545 - 3503

Fax: (803) 733 - 8326

WHAT TO DO ABOUT RESTITUTION?

A victim must provide an itemized list to the Municipal Court or Solicitor's Office

(only general sessions cases) of the property that was stolen, damaged, destroyed, or recovered; medical expenses; income lost as a result of the crime; other expenses caused by the crime; and any financial recovery from insurance or compensation.

WHAT IS A VICTIM IMPACT STATEMENT?

A form designed to help protect the rights of crime victims in the S. C. Criminal Justice System and becomes a part of the court records. It contains offender information, victims information, and notification information.

WHAT IS AN ORDER OF PROTECTION:

An order of protection is issued to protect victims of domestic violence from the abuse of another household member.

WHO IS ELIGIBLE FOR COMPENSATION?

Victims and witnesses of a crime who meet the requirements are eligible for compensation from the **State Office of Victim Assistance.**

Case #: \_\_\_\_\_

Bond Date: \_\_\_\_\_

Court Date: \_\_\_\_\_

**A copy of the incident report can be obtained free of charge at the Columbia Police Department.**

Responsibilities of Victims & Prosecution Witnesses:

- Keep Police Department apprised of legal name, address, phone number & any changes.
- Provide details of financial impact, in order to receive restitution.
- Notify appropriate authority of desires to be present for various court hearings.
- Notify appropriate authority of desire to make oral statements.

Eligibility for Filing Victim's Compensation Benefits:

- Crime must have caused physical injury, psychological trauma or death of a family member.
- Report the crime to the proper law enforcement authority within 48 hours after the incident.
- The claim must be filed within 180 days of the date of the crime.
- Applicant must fully cooperate with all law enforcement agencies, and the State Office of Victim Assistance.
- The applicant was not engaged in any illegal activity at the time of the crime.
- Assistance in claim preparation will also be provided.

**Notify your law enforcement agency of any harassments or threats.**

**SOUTH CAROLINA CONSTITUTION  
VICTIM'S BILL OF RIGHTS  
ARTICLE 1 SECTION 24.**

1. The right to be treated with fairness and with respect for victim's dignity and privacy and informed of a victim's constitutional rights.
2. The right to be reasonably informed when the accused or convicted person is arrested, released from custody, or has escaped.
3. The right to be informed of and present at all criminal proceedings which are dispositive of the charges where the defendant has the right to be present.
4. The right to submit either a written or oral statement at all hearings affecting bond or bail.
5. The right to be heard at any proceeding involving a post-arrest decision, a plea, or sentencing.
6. The right to be reasonably protected from the accused or persons acting on his behalf throughout the criminal justice process.
7. The right to confer with the prosecution, after the crime against the victim has been charged, before the trial or before any disposition and informed of the disposition.
8. The right to have reasonable access after the conclusion of the criminal investigation to all documents relating to the crime against the victim before trial.
9. The right to receive prompt and full restitution from the convicted person or persons.
10. The right to be informed of any proceeding when any post-conviction action or hearing is scheduled and be present at any hearing.
11. The right to a reasonable disposition and prompt and final conclusion of the case.

**IMPORTANT NUMBERS & INFORMATION**

Columbia Police Department

(803)545-3500

SC State Office of Victim Assistance

1-(800) 220-5370

Or

(803) 734-1900

SC Victim Assistance Network

1-(888)-852-1900

Or

(803) 750-1200

SC Victim Ombudsman

1-(888)-238-0697

Or

(803) 734-0457

Richland County

5th Circuit Solicitor's Office

(803) 576-1800

Identity Theft Hotline

1-877-ID THEFT

Or

<http://www.ftc.gov/idtheft>

- \* Sister Care 765-9428
- \* Sexual Trauma Services 771-RAPE
- \* Oliver Gospel Mission 254-6470
- \* **Family Shelter** (Women & Children only) 254-8344

**\* 24 HOURS SERVICES \***

Richland County Detention Center

(803) 576-3200 24 hours