Cold Case Program Coordinator – General Information

- The Cold Case Program Coordinator is assigned to the Victim Assistance Unit (VAU) of the Denver Police Department. This position is classified under the Career Service Authority as Program Coordinator and serves in an exempt capacity.
- The Cold Case Program Coordinator will maintain regular office hours Monday – Friday and will flex office hours and work schedule as needed or directed by the VAU Director or designee to accommodate the Cold Case Unit and the victims or families whose cases are re-opened for investigation.
- The Cold Case Program Coordinator will be available by cell phone outside office hours for the Cold Case Unit and the victims or families whose cases have been assigned to the Cold Case Unit.

Cold Case Assignment

- The Cold Case Unit Sergeant will notify the Cold Case Program Coordinator or designee of a CODIS hit or any new activity on an otherwise cold case.
- The assigned Cold Case Unit Detective will brief the Cold Case Program Coordinator or designee regarding the status of newly assigned cases.
- The Cold Case Unit Detective will provide the Cold Case Program Coordinator or designee with victim or family contact information
- The Cold Case Unit Detective will enlist the Cold Case Program Coordinator or designee prior to contacting the victim or family member of a cold case.

Victim and Family Contact

- The Cold Case Unit Detective and the Cold Case Program Coordinator or designee will jointly meet with the victim or the family of the victim whenever possible.
- In the event the Cold Case Unit Detective contacts the victim or family over the phone or without the Cold Case Program Coordinator or designee present, the Cold Case Unit Detective will provide the Cold Case Program Coordinator’s or designee’s contact information to the victim or the family.
- Upon contact, the Cold Case Program Coordinator or designee will provide the victim or family with the applicable Cold Case Homicide or Cold Case Sexual Assault booklet.
• The Cold Case Program Coordinator or designee will identify the roles of the Cold Case Unit Detective, District Attorney, and the District Attorney Victim Advocate and address any questions related to the cold case investigative and legal processes.

• The Cold Case Program Coordinator or designee will conduct a needs assessment with the victim or family and initiate any intervention or victim services required or requested.

• The Cold Case Program Coordinator or designee will remain available to the victim for ongoing needs related to the case. When appropriate, the Cold Case Program Coordinator or designee is available to the victim on a 24 hours basis.

Follow-Up and Ongoing Contact

• The Cold Case Program Coordinator or designee will serve as the liaison between victims or family and the Cold Case Unit Detective for general follow up.

• The Cold Case Program Coordinator or designee will provide ongoing victim or family contact and assistance as needed or requested.

• The Cold Case Program Coordinator or designee will maintain regular contact with the Cold Case Unit Detective and provide updates related to all ongoing victim or family contact.

• The Cold Case Unit Detective or Cold Case Unit Supervisor will approve all case-specific information that the Cold Case Program Coordinator or designee provides to the victim or family.

• The Cold Case Program Coordinator or designee will document all victim or family contact in Versadex and provide the Cold Case Unit Detective with written documentation of that contact, as requested, for inclusion in the casebook.

• In the event the case remains unsolved, the Cold Case Program Coordinator or designee will maintain contact with the victim or family, as needed or requested, for ongoing support, services and assistance for the victim or family.

• The Cold Case Program Coordinator or designee will notify the Cold Case Unit Detective of any status change between the victim or family member of victim, including resolution.

Post Filing Victim Contact

• When Cold Case Unit Detectives file charges in previously unresolved cases, the Cold Case Program Coordinator or designee will notify the designated District Attorney Victim Advocate of the case filing. This notification will include victim name, contact information, and any other status information relevant to the case.
Maintaining the Rights of Victims in Cold Cases

Pursuant to the Colorado Victim Rights Act (C.R.S. 24-4.1-301) the Cold Case Program Coordinator will insure that all notification requirements, procedures and any other rights afforded to victims in cold cases are maintained and fulfilled.

C.R.S. 24-4.1-302
(1.2) "Cold case" means a felony crime reported to law enforcement that has remained unsolved for over one year after the crime was initially reported to law enforcement and for which the applicable statute of limitations has not expired.

C.R.S. 24-4.1-303
(IV) The law enforcement agency shall provide the victim in a cold case information concerning any change in the status of the case. In addition, upon the written request of the victim, the law enforcement agency shall provide an update at least annually to the victim concerning the status of a cold case involving one or more crimes for which the criminal statute of limitations is longer than three years.

C.R.S. 24-4.1-302
(5) "Victim" means any natural person against whom any crime has been perpetrated or attempted, unless the person is accountable for the crime or a crime arising from the same conduct, criminal episode, or plan as crime is defined under the laws of this state or of the United States, or, if such person is deceased or incapacitated, the person's spouse, parent, child, sibling, grandparent, significant other, or other lawful representative. For purposes of notification under this part 3, any person under the age of eighteen years is considered incapacitated, unless that person is legally emancipated. It is the intent of the general assembly that this definition of the term "victim" shall apply only to this part 3 and shall not be applied to any other provision of the laws of the state of Colorado that refer to the term "victim".
(6) "Victim's immediate family" means the spouse, any child by birth or adoption, any stepchild, the parent, the stepparent, a sibling, a legal guardian, significant other, or a lawful representative of the victim.

- The Cold Case Unit Supervisor or designee will provide the Cold Case Program Coordinator a list of all Homicide cases that remain unresolved one year from the date the case was reported to the Denver Police Department. The supervisor or designee will provide the list a minimum of 30 days prior to the annual anniversary date of the case, and contain, at a minimum, the following information:
  - DPD Case Number
  - Date of Incident
  - Name of Victim
The Cold Case Program Coordinator will compile a list from Versadex two weeks prior to each month of all Felony Sexual Assault and Felony Kidnapping cases that remain unresolved one year from the date the case was reported to the Denver Police Department, and contain, at a minimum, the following information:

- DPD Case Number
- Date of Incident
- Name of Victim

The Cold Case Program Coordinator or designee will mail Opt-In letters at least two weeks prior to the anniversary date of the crime to all victims of sexual assault and felony kidnapping. An Opt-in letter will be mailed at least two weeks prior to the identified next of kin to all cold case homicide victims.

The Cold Case Program Coordinator or designee will maintain a record in Versadex of all Victim Rights Act (VRA) cold cases beginning July 1, 2007 for any unresolved cold cases (as defined by statute) reported to DPD after July 1, 2006. These records will be updated monthly. The Versadex records will minimally include the following:

- **Original Case Information:**
  - Victim name
  - Case number
  - Date of Crime
  - Victim Contact Information

- **Cold Case Information:**
  - Victim name
  - Current contact information
  - Case number
  - Date of Crime
  - Reassigned Detective if available
  - Next of Kin (in homicide cases)
  - Next of kin contact information
  - Date opt-in letter sent (all cases)
  - Date Opt-in from returned as undeliverable
  - Date request for opt in letter received
  - Date Homicide Anniversary letter sent
Sarah Chaikin  
Program Coordinator,  
Victim Assistance Unit  

Scott M. Snow  
Director, Victim Assistance Unit  

Anthony Parisi  
Sergeant, Cold Case Unit  

Jonathyn Priest  
Lieutenant, Major Crimes Section  

Joseph Montoya  
Captain, Crimes Against Persons  

9/17/09  
Date  

9/17/09  
Date  

9-18-09  
Date  

9/18/09  
Date  

9/17/09  
Date