CRIME VICTIMS ASSISTANCE CENTER, INC. 377 Robinson Street \* Binghamton, NY 13904 Phone 607-723-3200 \*\*\*\*NOTICE\*\*\*\*

**Broome County Domestic Violence Education Panel Guidelines**

As a part of your case involving domestic violence and/or its related offenses, you are required to attend an Education Panel presentation. You are required to be present for the duration of the entire program which will last approximately 1 ½ hours. You must attend the presentation scheduled for:

**TIME**: 6:00PM-7:30PM **PLEASE BE THERE BY 5:45. DOORS LOCK AT 6 PM**

**LOCATION** **Broome County Sherriff’s Admin Bldg.: 155 Lt. VanWinkle Dr., Binghamton, New York 13905**

**NONREFUNDABLE FEE FOR THE PANEL IS $40.00 CASH ONLY due upon check-in.**

**GUIDE LINES**

1. You MUST be in the classroom by 5:45 PM. The doors will be locked at 6:00 PM and you will be turned away and referred back to the court if you are late.
2. Check-In: You must present a valid photo ID, sign in with staff, and pay prior to entering the classroom.
3. You will be required to submit to a breathalyzer test prior to entry.
4. Please utilize the restroom PRIOR to coming so that there are no interruptions during the presentations.
5. Attendance is for participants only, (no children or others allowed).
6. Smoking, drinking, or eating in the classroom will be prohibited for the duration of the presentation.
7. There is NO SMOKING allowed anywhere inside of the facility. Smoking is only permitted outside of the building.
8. **IF YOU ARE SUSPECTED OF USING ALCOHOL OR OTHER DRUGS, YOU WILL BE REQURIED TO LEAVE IMMEDIATELY, AND YOU WILL BE PROMPTLY REFERRED BACK TO THE COURT.**
9. No weapons of any kind will be permitted inside of the facility. IF SUSPECTED, YOU WILL BE SUBJECT TO A SEARCH OF YOUR PERSON.
10. If you leave for any reason, you will not be entitled to reenter or a refund. NO EXCEPTIONS.
11. If an interpreter is needed, you must notify CVAC at the time of phone registration and specify what language is needed.
12. You will be asked to participate in a post panel survey so that the V.I.P. Advisory Board can gauge the effectiveness of this alternative sentencing tool.
13. Please turn off all cell phones and other electronic devices during the presentation.
14. In the event of the panel’s need for cancellation due to weather conditions, tune to WNBF (1290) & WHWK (98.1) Radio after 4:00PM or check Crime Victims website at www.cvac.us.

Thank you for your anticipated cooperation!