

Checklist of Prosecutor-Office Statutory Duties to Victims

Elected Prosecutor:

- ☐ Designate a Victim Assistance Coordinator (VAC), which can be someone who:
 - Works part-time or full-time for the prosecutor office
 - Works for another office in the county
 - Works for a community-service non-profit
 - *Default:* Is the elected prosecutor

VAC:

- ☐ Send a notification packet no later than 10 days after indictment/information to all victims (or guardians, or close family members if victim is deceased) defined in CCP art. 56A.051. [CCP arts. 56A.202(b) & 56A.451(a)] The packet must include:
 - Cover letter, which includes:
 - ^ Case number and court to which the case is assigned
 - ^ Explanation of the victim's right to file a Victim Impact Statement (VIS)
 - ^ Explanation of the victim's right to complete a CVC application
 - ^ Name, address & phone number of VAC assigned to the case
 - ^ Offer by VAC to assist with the above paperwork
 - Request for current contact information from the victim
 - VIS and information sheet [forms available on TDCJ website]
 - Crime victims' rights brochure (*several required items could be combined into a brochure:*)
 - ^ Criminal justice system overview
 - ^ Explanation of suggested steps to take if the victim feels threatened
 - ^ Referrals to community resources
 - IVSS-Counties notification program brochure
 - Application for Crime Victims' Compensation (CVC)
 - Notice that the prosecutor does not represent the victim, guardian of a victim, or close relative of a deceased victim [CCP art. 56A.451(a)(3)]
- ☐ *For victims of sexual, stalking, trafficking, or burglary offenses:* Notify the victim about protective orders, including the right to request the prosecutor's office to file an application for a protective order under CCP art. 7B.001 on behalf of the victim. [CCP art. 56A.052]
- ☐ Provide statistics about the number of VIS forms returned to TDCJ every quarter. [CCP art. 56A.160(b)]

Prosecutors:

- ☐ Give notice of the existence and terms of any plea bargain agreement to be presented to the court. [CCP art. 56A.453]. Confer with qualified victims (under CCP art. 56A.001) about disposition of the offense, including sharing views about not filing charges or dismissing charges, pretrial intervention, or plea bargains. [CCP art. 56A.052(a)(4); see also art. 26.13(e)(2)(B)]
- ☐ Consider the VIS before sentencing or acceptance of a plea and send a copy of a returned VIS to the court sentencing the defendant. [CCP art. 56A.051(12)(A); see also art. 26.13(e)(2)(A)]

Prosecutors or VACs:

- ☐ Give notice of any scheduled court proceedings, changes in the schedule, and requests for continuance. [CCP art. 56A.452]
- ☐ Forward a victim's contact information to CSCD, if the defendant is placed on probation. [CCP art. 56A.454(b)]