

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. 56.02. [CCP arts. 56.03(c) & 56.08] 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, such as:*)
 - ^ Criminal justice system overview
 - ^ Explanation of suggested steps to take if the victim feels threatened
 - ^ Referrals to community resources
 - VINE program brochure
 - Application for Crime Victims' Compensation (CVC)
- For victims of sexual assault or abuse, stalking, or human trafficking:* 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. 7A.01 on behalf of the victim. [CCP art. 56.021(d)]
- Provide statistics about the number of VIS forms returned to TDCJ every quarter. [CCP art. 56.05]

Prosecutors:

- Give notice of the existence and terms of any plea bargain agreement to be presented to the court. [CCP art. 56.08(b-1)]
- 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. 56.02(a)(12)(A)]

Prosecutors or VACs:

- As far as reasonably practical, give notice of any scheduled court proceedings, changes in the schedule, and requests for continuance. [CCP art. 56.08(b)]
- Forward a victim's contact information to CSCD, if the defendant is placed on probation. [CCP art. 56.08(d)]