

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, 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. 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]. Victims of specific sexual crimes or trafficking also have the right to be informed about and confer with the prosecutor about the 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)]
- 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)]

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. 56A.452]
- Forward a victim's contact information to CSCD, if the defendant is placed on probation. [CCP art. 56A.454(b)]