

**OFFICE FOR VICTIMS OF CRIME
ATTORNEY GENERAL GUIDELINES FOR VICTIM AND
WITNESS ASSISTANCE
ANNUAL REPORT**

The following pages detail the questions and performance measures for the Office for Victims of Crime’s (OVC) Attorney General Guidelines for Victim and Witness Assistance Annual Report.

GOALS AND OBJECTIVES

In response to the questions below, please briefly describe how your component complied with the statutory and regulatory mandates of the [Victims’ Rights and Restitution Act](#) (VRRRA), 34 U.S.C. § 20141 (containing mandatory services), and the [Crime Victims’ Rights Act](#) (CVRA), 18 U.S.C. § 3771 (2004) (containing court enforceable rights).

Structure of the Questionnaire

This questionnaire is divided into three sections. You must provide a response for each question.

The questions in Part I of this report are designed to give you an opportunity to describe your component’s Victim and Witness Assistance Program, document what you did during the fiscal year, highlight best practices, and identify barriers you may have encountered in serving victims and witnesses. Part II seeks information about how your component complied with specific Guidelines. Part III requests data on two key performance measures.

Reporting Period

The period of performance for this report is the federal fiscal year (i.e., October 1–September 30).

This report is due to the Office for Victims of Crime (OVC) by **April 22**.

Data must be entered directly in the Performance Measurement Tool (PMT) on an annual basis. A table detailing the submission deadlines is below.

Annual Reporting in the PMT

Reporting Period	Submission Period	Deadline
October 1–September 30	April 1–22	April 22

If you have any questions about the performance measures, please email the OVC PMT Helpdesk at ovcpmt@usdoj.gov, or call the toll-free number: 1–844–884–2503.

PART I: OVERVIEW

1. Briefly describe your Victim and Witness Assistance Program, including the number of full-time and collateral employees serving victims and witnesses. If there is a description of your program on your component's website, you can provide a link to it in lieu of or in addition to a description here. (500 characters)
2. How much funding did your component dedicate to victim and witness assistance during the fiscal year? What, if any, portion of your budget was funded through an interagency agreement with OVC?
3. Briefly describe a case where your Victim and Witness Assistance Program provided exemplary victim services or effectively safeguarded the rights of victims. (2000–3000 characters)

Instructional Summary: Please consider Article II.D. Privacy Considerations for Victims and Witnesses (pages 5–7 of the Guidelines) in formulating your response. Please highlight victim-centered and trauma-informed approaches (as defined in OVC's glossary); any innovations or promising practices; any partnerships; and the impact or outcome of the case.

4. What did your organization do to enhance the victim services you provided this performance period and how did you reduce potential negative outcomes for the victims you serve? What, if any, were the lessons learned? (2000–3000 characters)
5. What limitations did your Victim and Witness Assistance Program experience? (1000 characters)
 - 5a. What impact, if any, did those limitations have on cases or victim services? (1000 characters)
 - 5b. What action needs to be taken to address those limitations? (1000 characters)
 - 5c. What financial resources, personnel, or tools does your component need to better assist victims? (1000 characters)
6. What training or improvements would help your component provide better assistance to victims? (2000–3000 characters)
7. Describe your component's staff participation in victim assistance-related conferences, working groups, committees, or other public outreach efforts. (2000–3000 characters)
8. Does your component prosecute crimes where fines or penalties are imposed and then deposited into the Crime Victims Fund (CVF)? Include those fines or penalties imposed as part of deferred prosecution or non-prosecution agreements.
 - Yes
 - No

If yes, what was your component's contribution to the CVF for this performance period?

PART II: COMPLIANCE WITH GUIDELINES APPLICABLE TO ALL COMPONENTS

This section directly references ARTICLE II: GUIDELINES APPLICABLE TO ALL COMPONENTS on pages 4–11 of the [Attorney General Guidelines for Victim and Witness Assistance](#).

For each of the following, please provide the information requested to demonstrate how your Component is in compliance. Cross-referencing information provided in Part I is encouraged.

1. Encouragement to Provide Services and Assistance

In what ways does your component provide assistance and services to victims? (1000–2000 characters)

Instructional Summary: A strong presumption exists in favor of providing, rather than withholding, assistance and services, including assistance from Department personnel to victims of crime.

2. Protecting the Integrity of Investigations, Ensuring Security of Persons, and Providing for Prosecutorial Discretion

Please provide an example (or examples) of how your component complied with this Guideline during the fiscal year. (1000–2000 characters)

Instructional Summary: Protecting the integrity of an investigation, ensuring security of persons, and providing for prosecutorial discretion are of essential importance to the Department's ability to pursue justice.

3. Victim Declinations of Services and Exercise of Rights

Please provide an example of how your component has complied with this requirement when interacting with victims who decline to receive services or to exercise their rights. (1000–2000 characters)

Instructional Summary: Department personnel are required by law and under the AG Guidelines to identify victims of a crime, notify them of their rights, and offer them services as described in the AG Guidelines. Victims, however, are not required to exercise their rights or to accept these services and may choose at any point in the criminal justice process to decline to receive further services or to decline to exercise their rights.

4. Privacy Considerations for Victims and Witnesses

What policies, protocol, standards, or documentation does your component follow to protect the privacy of victims and witnesses? (1000–2000 characters)

Instructional Summary: Department personnel have a responsibility to protect the privacy of victims and witnesses, including their personally identifiable information (PII) and other sensitive information.

This responsibility aligns with a victim's right to be treated with fairness and with respect for the victim's dignity and privacy, which is a broad-based right that should be applied in all contacts with victims.

5. Mandatory Training

Please describe how your component complies with the mandatory training requirement. (1000–2000 characters)

Instructional Summary: All Department personnel whose primary job responsibilities affect crime victims and witnesses, or who in the course of their duties are expected to come into contact with victims and witnesses, shall complete basic training about the AG Guidelines,

the CVRA, and the VRRRA, within a reasonable time after the AG Guidelines 2022 edition goes into effect. Thereafter, all such personnel shall complete a yearly training on the AG Guidelines, the CVRA, and the VRRRA. If practicable, new and newly assigned personnel whose primary job responsibilities affect crime victims and witnesses, or who in the course of their duties are expected to come into contact with victims and witnesses, should not assume such duties until after they complete the required training described above.

6. Mandatory Reporting of AG Guidelines Compliance

Please confirm that your component submitted its Fiscal year Report by the required deadline of April 22.

- Yes
- No

Instructional Summary: The Director of the Office for Victims of Crime (OVC) has the statutory responsibility for monitoring Department compliance with the AG Guidelines. See 34 U.S.C. § 20103(c)(3)(A). Components shall report to the Attorney General, through the OVC Director, about their compliance by means of an Annual Compliance Report containing the relevant data (including the numbers of crime victims offered services) requested by the OVC Director. Unless directed otherwise by OVC, a component's Annual Compliance Report shall be submitted to OVC no later than April 22 of the fiscal year following the fiscal year that is the subject of the report.

7. AG Guidelines Compliance Measures

What measures did your component use to rate the annual performance of personnel who worked with victims and witnesses during the fiscal year? (1000–2000 characters)

Instructional Summary: Each component shall devise and implement performance measures that will ensure component personnel are in compliance with the AG Guidelines and the statutes upon which they are based. Implementation of compliance measures should be included in the component's Annual Compliance Report. See Art. II.I Performance Appraisal.

8. Professional Responsibility Considerations

Provide an example of an instance when your component sought case-specific advice from your PRO or PRAO on victim-related issues and/or discuss the policy your component uses to determine when to seek advice from your PRO or PRAO. (1000–2000 characters)

Instructional Summary: Department attorneys should consider the applicable rules of professional conduct when handling victim-related issues. Interactions with victims can be nuanced and complex, and there is some variance in the applicable rules of professional conduct from jurisdiction to jurisdiction; thus, Department attorneys should consult with their Professional Responsibility Officer (PRO) or the Professional Responsibility Advisory Office (PRAO) for case-specific advice. Please do not include personally identifiable information in your example. In addition, please consider Article II B. Protecting the Integrity of Investigations, Ensuring Security of Persons, and Providing Prosecutorial Discretion (on page 4 of Guidelines) in formulating your response.

9. Performance Appraisal

How is compliance with the AG Guidelines reflected in annual performance appraisals of your component's staff working with victims and witnesses? (See Article II G.) (1000–2000 characters)

Instructional Summary: The annual workplans and performance appraisals of each appropriate federal law enforcement officer, supervisor, investigator, prosecutor, corrections

officer, and parole official (and appropriate staff of those agencies) shall encompass, as a required activity, implementation and evaluation of adherence or nonadherence with the victims' rights and victims' and witnesses' services provisions set forth in the AG Guidelines.

All investigative, prosecutorial, correctional, and post-correctional components with responsibilities for providing rights and services to victims should include the discharge of such responsibilities among those components' criteria for reviews and evaluations.

PART III: PERFORMANCE MEASURES

1. How many victims did your component's Victim and Witness Assistance Program serve during the fiscal year? Please provide a total count of individuals served during the fiscal year.
2. Of the victims reported in Question 1, how many of them were **new** individuals who received services from your component's Victim and Witness Assistance Program for the first time during the fiscal year.