**Introduction**

The Attorney General's Office (AGO) has historically provided Request/Waiver (R/W) form booklets as a courtesy service to agencies responsible for distributing these forms to victims. However, advancements in technology, feedback from law enforcement, and cost considerations have led to a strategic shift away from physical booklets. The increasing preference for digital solutions—evidenced by the successful adoption of PDF versions of the R/W forms and their integration into the Arizona Traffic and Criminal Software (AZ TraCS)—reinforces the benefits of electronic distribution. These digital formats offer improved efficiency, legibility, and cost-effectiveness, addressing the challenges previously associated with the printed materials. Consequently, in alignment with technological progress and the desire to optimize resources effectively, the AGO has decided to discontinue the provision of printed R/W form booklets, thereby returning the responsibility to the agencies that are statutorily obligated to provide these forms.

**Printing FAQs**

***1. Q: Why will the AGO no longer provide printed R/W form booklets?***

A: Input received by both law enforcement and victims regarding challenges of the printed booklet forms along with declining revenues to pay for them has spurred the use of electronic options for providing victims their rights. This includes the PDF version of the R/W form and implementation of the form in AZ TraCS. These electronic options are more efficient, legible, cost-effective, and useful for the receiving victim than the printed booklet option. For this reasoning, along with a loss of funding to pay for them, the AGO will no longer be printing the R/W form booklets.

***2. Q: What is timeline for the AGO to discontinue printing the R/W form booklets?***

A: The AGO will print booklets again for September 2024-2025 and will no longer print starting in September 2025-2026.

***3. Q: Will the AGO continue to update the form?***

A: The AGO will continue to provide the updated R/W form annually to the R/W form contact at your agency. As in years past, the AGO will reach out to agencies and organizations for updated agency information on the included pamphlets or for suggested changes. Updates will be included in AZ TraCS and provided as a PDF to your agency contact by email.

***4. Q: How do we remain in compliance with victims’ rights without the printed form booklets?***

A: Maintaining compliance with victims’ rights in the absence of printed booklets involves adopting or utilizing electronic options, such as AZ TraCS and the PDF version. Ensure officers have clear policies and procedures available to them while being provided training regarding their responsibilities under victims’ rights law. The AGO is available to provide input on policies and procedures and to assist in on-site or virtual training.

***5. Q: What are the benefits to utilizing the electronic options of the R/W form?***

A: Electronic options allow for more efficient use of the form while ensuring adherence to victims’ rights. These options are more legible and provide clear victim contact information to the agencies receiving the case, such as the prosecutor and jail. Additionally, electronic options are more cost-effective than printed booklets.

***6. Q: What if I want printed booklets of the R/W form?***

A: If an agency requires or prefers a printed version of the form booklets, they may print and pay for the R/W form booklets independently. Since the AGO will maintain the form annually, ensure your order is for a one year time period. The AGO can also offer recommendations for suitable vendors if an agency opts to produce printed R/W form booklets.

***7. Q: How can I find a cost-effective way of printing the R/W form booklet for my agency?***

A: The AGO will continue to keep forms updated and agencies are welcome to print R/W form booklets if they would like to continue utilizing this method. There are multiple vendors throughout the state that can provide your agency with printing quotations, allowing you to assess and determine the most cost-effective option. Check with your agency’s procurement policies and vendor list. Collaborating with nearby agencies within your county type for a bulk order from a vendor can also be a cost-effective approach to address printing expenses.

***8. Q: What if I want to customize my agency’s R/W form?***

A: While the law permits law enforcement agencies to develop their own procedures and forms, any customized forms must adhere to victims' rights statutes and gain approval from the AGO prior to implementation. (A.R.S. §§ 13-4405(E), 8-386(E); 13-4417(B), 8-398(B)). Any proposed customized R/W form, as well as future modifications to the form, must be submitted for review by contacting OVSVRP@azag.gov.

***9. Q: What if I have concerns about my agency’s ability to use the electronic options in the field?***

A: While it is recommended to use the electronic options, such as TraCS and the PDF, in some cases you may find this proves to be a challenge. For example, internet connectivity issues, instances where a victim does not have means of receiving an electronic option (i.e. no access to email), and the lack of patrol vehicle printers. If this presents as a challenge for your agency, you may want to consider printing a small number of booklets to use in these specific instances.

***10. Q: How can we evidence compliance with victims’ rights?***

A: It is imperative that your agency is able to evidence compliance with victims’ rights. As tracking cannot specifically be done in TraCS, each agency must ensure that the Departmental Report (DR) includes a section specifically recording both that the R/W form was provided to the victims and indicating the victims’ opt-in status (requested or waived rights).

***11. Q: How can we request training and more information on victims’ rights and the R/W form?***

A: The AGO is committed to equipping law enforcement professionals with the knowledge and skills necessary to navigate the complexities of victims' rights and is available to provide comprehensive training through both on-site and virtual presentations. The AGO offers an AZPOST certified training tailored specifically for law enforcement agencies, focusing on victims' rights and the mandated duties of law enforcement personnel. The training encompasses a thorough overview of victims’ rights responsibilities and providing valuable instruction on how to complete the R/W form. For agencies interested in requesting a training from the AGO, please submit a presentation request through our website: [https://www.azag.gov/criminal/victim-services/training.](https://www.azag.gov/criminal/victim-services/training.%20)

***12. Q: I understand there were statewide meetings hosted by the AGO in FY2024 to discuss these changes. Where can I learn more information about what was discussed in the meetings?***

A: The meetings were recorded for reference and accessibility. To view these recordings, please visit the AGO's official website, underneath the Criminal- Law Enforcement drop down menu located along the top of the page, or follow the link listed below.

 <https://drive.google.com/file/d/1MgwMiQrozEEygqZporC0WSI5mvySEn5p/view?usp=drive_link>

These recordings serve as comprehensive repositories, providing detailed information on the topics covered, questions asked, and insights shared during the meetings held.

***13. Q: My agency is interested in exploring implementation of AZTraCS. Where can I request or watch a demonstration of the system?***

A: To view a demonstration of the system, you can access the video recording of the AGO hosted statewide meeting mentioned above. During these meetings, an AZTraCS demonstration was included, providing an in-depth overview of the system's functionality and features. You can watch the demonstration by following the provided link above to access the recordings.

Additionally, if you have any specific questions, would like further information, or would like to request an AZTraCS demonstration for your agency, please feel free to reach out to David Porter at dporter2@adot.gov directly and he will assist you.