Arizona Attorney General's Office of Victim Services

FY 2015 Victims' Rights Program

FY 2015 VRP ANNUAL REPORT INSTRUCTIONS

The FY 2015 Annual Report is due on or before August 14, 2015 in the Grants Management (GMAN) System (www.gman.azag.gov)

For contract period July 1, 2014 through June 30, 2015

SECTION I: AGENCY IDENTIFYING INFORMATION

The GMAN system will pre-populate the agency, contract number and primary contact person's identifying information, including their name, title, phone number, and email address. Manually enter the name of the person preparing the report along with the person's title, phone number and email address.

SECTION II: SUMMARY OF VRP EXPENDITURES

A. VRP BUDGET:

Your AG approved budget as indicated on your FY 2015 Funding Agreement will pre-populate in column (b) by cost category. *(If a budget modification had been approved during the year, the system will update this column).* **Interest earned**: if interest was earned on these funds throughout the year, enter the amount of interest earned in column (b). If you had carry-over funds from the prior fiscal year (must total less than $100), that amount will pre-populate in the carry-over category, located in column (b).

VRP EXPENDITURES:

Enter actual VRP expenditures in the boxes provided in column (c), according to cost category. **For VRP interest**, enter the amount of interest earned in column (b) and include the interest in the appropriate cost category the interest was spent in column (c). For prior fiscal year carry-over, the amount of carry-over will be pre-populated in column (b) (must be less than $100). Include the carry-over amount in the appropriate cost category where it was spent in column (c). *Check your calculations!* Ensure that the amount entered in column (b) "VRP TOTAL" is the sum of the amounts entered in the column (b) expenditure boxes for each cost category.

Ensure that only VRP expenditures are reported in the (c) column. If applicable, include the expended interest earned in the appropriate cost category in the (c) column. FY 2015 VRP monies should have been fully expended by June 30, 2015; any monies, including interest earned, that were not expended by this date must be returned to the Attorney General's Office *[Note specific directions on returning funds in Section II. B of this document]*.

B. PORTION OF AWARD TO REVERT:
The system will subtract the total VRP expenses [sum of column (c)] from the total VRP fund award [sum of column (b)] and the difference will populate in the space provided. Submit the reversion, if applicable, to the Attorney General's Office of Victim Services per the instructions on Page 13. In compliance with the VRP Guidelines, monies remaining less than $100.00 should not be returned but shall be carried forward and accounted for in the next fiscal year.

C. Indicate the date the warrant will be mailed to the Attorney General's Office of Victim Services. State the reason(s) why funds are being reverted in the textbox provided.

SECTION III: DETAIL OF VRP EXPENDITURES

A. PERSONNEL & ERE EXPENDITURE TABLE:
For each employee completely or partially funded with VRP monies during the award period, report the employee name in column (a), position title in column (b), hourly rate in column (c), total VRP monies expended for salary in column (d) and ERE in column (e). If this does not apply to your agency, check the *Not Applicable* box.

B. This table should include all VRP-funded personnel shown in section A of the form and also may include non-VRP funded personnel, if they spend more than 10% of their time performing mandated duties.

C. CONSULTING EXPENDITURE TABLE:
In column (a), indicate the product(s) or professional service(s) procured during the award period; in column (b) indicate the hourly rate for the consulting service(s) provided, if applicable; and in column (c), report the total VRP monies expended. Ensure that the amount entered in the TOTAL box correctly reflects the sum of the amounts entered by line-item. Then, ensure that the amount reported in the TOTAL box matches the corresponding total Consulting figure reported on page 1 of this report. If this does not apply to your agency, check the *Not Applicable* box.

D. EQUIPMENT EXPENDITURE TABLE:
For each item of equipment purchased with VRP monies during the award period, briefly describe the item in column (a), indicate the quantity purchased in column (b), indicate the cost per item in column (c), and report the total VRP expense in column (d). *Non-expendable, tangible property items with a per-unit cost of $500 or greater are considered equipment for the purposes of this report.]* If this does not apply to your agency, check the *Not Applicable* box.

E. OPERATING EXPENDITURE TABLE:
For each type of operating expense incurred by your agency, report the total VRP monies expended in column (b). *Items with a per-unit cost of less than $500 are considered operating for the purposes of this report.]* If this does not apply to your agency, check the *Not Applicable* box.

SECTION IV: SUMMARY OF NON-VRP EXPENDITURES

NON-VRP EXPENDITURES:
Non-VRP expenditures are monies spent on *statutorily mandated* victims' rights services that were paid by sources other than the VRP (i.e.: general fund, ACJC, etc). Indicate the source(s) of all non-VRP monies expended in FY 2015, to pay for statutorily mandated victim services. DO NOT REPORT YOUR AGENCY'S ENTIRE VICTIM SERVICES BUDGET UNLESS YOUR AGENCY ONLY PROVIDES MANDATED SERVICES TO VICTIMS. (Examples of non-mandated services include court escorts and crisis intervention services.) Please note: VOCA cannot be a non-VRP fund source as VOCA pays for non-mandated services only.

Provide the actual amounts of total non-VRP sources expended on mandated services, by cost-category.

Example: *Your agency employs a Victim Assistance Coordinator whose duties encompass mandated victims' rights services only (such as notifying victims of inmate release or scheduled court dates). VRP funding covers 50% of this employee's salary and ERE. Non-VRP salary and ERE, for reporting purposes, cover the remaining 50% of the Coordinator's salary.*

Example: *Operating costs that relate to providing victims' rights notification (such as for postage and letterhead), should be reported when those costs are not covered by VRP funds (i.e., VRP funding covers Personnel costs only and does not cover any operating. Therefore, since providing mandated duties requires some operating expense, all operating expenses relating to mandated notification should be reported in Non-VRP.) Do not report operating costs to provide non-mandated services such as domestic violence brochures or transporting victims to court.*

It is not necessary to specify the non-VRP fund source(s) for each cost category.

Ensure that the amount entered in the TOTAL box correctly reflects the sum of the amounts entered in the individual expenditure boxes for each cost category.

SECTION V: FINANCIAL REVIEW

A. Provide the name, title, department and phone number of the person responsible for overseeing and maintaining VRP financial records.

B. Briefly describe your agency's financial/accounting management and record keeping system. *This should describe how you ensure VRP monies are not spent on non-allowable costs*.

C. Self-explanatory

D. *Attach your agency's financial report which shows expenditure detail and identifies the VRP account number as a separate account.*

E. Self-explanatory. *Please note: the answer to this question is important for supporting the need for the VRP to the State Legislature.*

SECTION VI: VICTIMS' RIGHTS SERVICES

While Section VI includes all of pages 5, 6, 7, and 8 of the report, each page is different according to *entity type*. VRP recipients are to complete, in entirety, only the particular page that is applicable to their agency/court (law enforcement, city prosecutor, county attorney, courts or corrections/Board of Executive Clemency).

Complete the service table by following the instructions below. The method for counting and reporting services is set forth very specifically in the instructions that follow. ***Your agency must report services according to these instructions for proper evaluation to occur***.

Instructions for Counting Services

The Brief Title of the referenced statute is provided to assist with reporting the number of services.

There are two ways an agency or court can capture the number of services being provided to victims in a fiscal year: each instance in which a victim was provided a notification letter that includes ALL the associated rights with a particular statute **OR** <u>each</u> instance in which a victim was given notice of one (1) service.

In general, what counts as one (1) service is each task that an agency or court is mandated by law to perform. For example, some of the tasks (*services*) that agencies are mandated to provide include: giving notice to a legal entity victim of the right to be present and heard at a restitution or sentencing proceeding (one prosecutorial service); informing a victim of an arrest (one law enforcement service); notifying a victim of a probation revocation proceeding (one court service).

However, form letters can include multiple services so if you will be counting services by the total number of mailings (notification letters) sent by your agency, it is extremely important *to ensure* your notification letter includes ALL the rights associated with a particular statute. See *Services Allowable by Statute* in the pages that follow for a more detailed discussion of services and how to count them.

<u>*Example*</u>: *Prosecutorial agencies are mandated under A.R.S. § 13-4408(A) to do five things: 1) inform victims of their rights; 2) list the charges against the defendant; 3) describe the steps involved in a criminal prosecution; 4) explain how to invoke their right to confer with the prosecution; and, 5) provide contact name and number for more information. A prosecutor that complied with this mandate by way of one letter that in fact did all five*

things, should enter the total number of A.R.S. § 13-4408 mailings in FY 2015 and the system will multiple by five (5) to arrive at the number of <u>*services*</u> *applicable for reporting for that statute section.* ***NOTE: if this notice also includes information re: victims' right to leave work under A.R.S. § 13-4439, each letter also provides (and therefore counts as) one service under that statute.***

Services Allowable by Statute

LAW ENFORCEMENT/CUSTODIAL

CRIMINAL [TITLE 13, CHAPTER 40]

§§ 13-4405(A)-(F) and 8-386(A)-(F)
Enter the number of *Victims' Rights Request/Waiver* forms provided to victims by law enforcement officers. GMAN will automatically multiply the number by nine. 1) his or her rights; 2) crisis intervention, emergency and medical services; 3) Orders of Protection procedures for domestic violence victims, 4) names and numbers of victim assistance programs, 5) DR # and right to get information in 30 days, 6) promise to be notified of an arrest; 7) initial appearance information, 8) how to submit a written statement to the court and 9) his or her right to receive a free police report. DO NOT use UCR data to determine number of forms given.

§ 13-4407
Count as one (1) service each instance in which a victim was provided a copy of terms and conditions of release by the custodial agency.

§ 13-4412(A)
Count as one (1) service each instance in which a victim and prosecutor were notified by the custodial agency of an accused person's release.

§ 13-4412(B)
Count as one (1) service each instance in which a victim and prosecutor were given notice by the custodial agency of an escape of the accused.

Count as one (1) service each instance in which a victim and prosecutor are notified of the re-arrest of an escaped suspect (pre- or post-conviction).

§ 13-4413(B)
Count as one (1) service each instance in which a victim was given written notice by the sheriff of the prisoner's release or count as one (1) service each notice of death (post-conviction).

CITY PROSECUTORS

CRIMINAL [TITLE 13, CHAPTER 40]

§ 13-4404.1-2

Count as one (1) service each instance in which a legal entity victim was given notice by the prosecutorial agency of the right to appear and be heard at a restitution or sentencing proceeding.

Count as one (1) service each instance in which a legal entity victim was given notice by the prosecutorial agency of the right to submit a written statement concerning restitution and sentencing.

§ 13-4404.3

Count as one (1) service each instance in which a legal entity victim was given notice by the prosecutorial agency of the date, time, and place of a restitution or sentencing proceeding.

§ 13-4406

Count as one (1) service each instance in which a victim was notified by the prosecutorial agency of the date, time, and place of the initial appearance of an accused who appeared in response to a summons or Writ of Habeus Corpus.

§ 13-4407

Count as one (1) service each instance in which a victim was provided by the prosecutor, a copy of terms and conditions of release of an accused who was summoned to appear.

§ 13-4408(A)

Count each instance in which a victim was provided an initial notification letter that includes each of the five rights associated with preliminary notice of rights. Once the number of initial notification letters to victims is entered in the space provided, the system will multiple the five (5) services for you.

OR,

Count as one (1) service (each), each instance in which a victim was given notice by the prosecutorial agency: 1) of his/her rights; 2) of the charge(s) against the defendant; 3) of the steps involved in a prosecution; 4) of how to invoke his/her right to confer; and, 5) who to contact for more information.

§ 13-4408(B)

Count as one (1) service each instance in which a victim was notified by the prosecutorial agency: 1) of the reasons for declining to proceed with a prosecution; and 2) of the victim's right to confer with the prosecutor.

§ 13-4409(C)

Count as one (1) service each instance in which a victim was given notice by the prosecutorial agency of a scheduled criminal proceeding (including any continuances, but not including initial appearances or arraignments), or any changes to that schedule.

CRIMINAL [TITLE 13, CHAPTER 40]

§ 13-4410(A)
Count as one (1) service, each instance in which a victim was given notice by the prosecutorial agency: 1) of the acquittal; and 2) of the dismissal of charges against the defendant.

§ 13-4410(A)-(C)

Count each instance in which a victim was provided a misdemeanor criminal conviction notification letter that includes each of the five rights associated with a conviction at sentencing. Once the number of notices of a misdemeanor criminal conviction is entered in the space provided, the system will multiple the five (5) services for you.

OR,

Count as one (1) service each instance in which a victim was given notice by the prosecutorial agency of: 1) a conviction, 2) the victim's right to make an impact statement and what it can include, 3) the right to be present and heard at any pre-sentence or sentencing proceeding, 4) the right to file a restitution lien and 5) of the time, place, and date of the sentencing proceeding.

§ 13-4411(A)-(C)
Count as one (1) service each instance in which a victim was notified by the prosecutorial agency of the sentence imposed on the defendant.

Count as one (1) service each instance in which a victim was provided a *Post-Conviction Notification Request* form by the prosecutorial agency.

§ 13-4411(D)
Count as one (1) service, each instance in which a victim was notified by the prosecutorial agency of a post-conviction review or appellate proceeding.

Count as one (1) service each instance in which a victim was notified of the decisions arising out of a post-conviction proceeding.

§ 13-4433(B)(D)
Count as one (1) service each instance in which a victim was informed by the prosecutorial agency of a defendant's actual request for an interview and advised by the prosecutorial agency of the victim's right to refuse the interview.

Count as one (1) service each instance in which a victim consented to an interview and the prosecutorial agency informed the defendant's attorney of the time, place, or conditions imposed by the victim for the interview.

§ 13-4439
Count as one (1) service each instance in which a victim was informed by the prosecutorial agency of the victims' employment leave rights.

CRIMINAL [TITLE 13, CHAPTER 40]

§ 13-4404.1-2
Count as one (1) service each instance in which a legal entity victim was given notice by the prosecutorial agency of the right to appear and be heard at a restitution or sentencing proceeding.

Count as one (1) service each instance in which a legal entity victim was given notice by the prosecutorial agency of the right to submit a written statement concerning restitution and sentencing.

§ 13-4404.3
Count as one (1) service each instance in which a legal entity victim was given notice by the prosecutorial agency of the date, time, and place of a restitution or sentencing proceeding.

§ 13-4406
Count as one (1) service each instance in which a victim was notified by the prosecutorial agency of the date, time, and place of the initial appearance of an accused who appeared in response to a summons or Writ of Habeus Corpus.

§ 13-4407
Count as one (1) service each instance in which a victim was provided by the prosecutor, a copy of terms and conditions of release of an accused who was summoned to appear.

§ 13-4408(A)
Count each instance in which a victim was provided an initial notification letter that includes each of the five rights associated with preliminary notice. Once the number of initial notification letters to victims is entered in the space provided, the system will multiple the five (5) services for you.

OR,

Count as one (1) service (each), each instance in which a victim was given notice by the prosecutorial agency: 1) of his/her rights; 2) of the charge(s) against the defendant; 3) of the steps involved in a prosecution; 4) of how to invoke his/her right to confer; and, 5) who to contact for more information.

§ 13-4408(B) Count as one (1) service each instance in which a victim was notified by the prosecutorial agency: 1) of the reasons for declining to proceed with a prosecution; and 2) of the victim's right to confer with the prosecutor.

§ 13-4409(C)
Count as one (1) service each instance in which a victim was given notice by the prosecutorial agency of a scheduled criminal proceeding (including any continuances, but not including initial appearances or arraignments), or any changes to that schedule.

§ 13-4410(A)
Count as one (1) service each instance in which a victim was given notice by the prosecutorial agency: 1) of the acquittal; and 2) dismissal of charges against the defendant.

CRIMINAL [TITLE 13, CHAPTER 40]

§ 13-4410(A)-(C) [Felonies]

Count each instance in which a victim was provided a felony criminal conviction notification letter that includes each of the nine (9) rights associated with a conviction at sentencing. Once the number of notices of a felony criminal conviction is entered in the space provided, the system will multiple the nine (9) services for you.

OR,

Count as one (1) service each instance in which a victim was given notice by the prosecutorial agency of: 1) a conviction, 2) the function of the presentence report, 3) the probation department name and number preparing the report, 4) the victim's right to make an impact statement and what it can include, 5) the defendant's right to view the presentence report, 6) the victim's right to view the presentence report and receive a copy on request, 7) the right to be present and heard at any pre-sentence or sentencing proceeding, 8) the right to file a restitution lien and 9) of the time, place, and date of the sentencing proceeding.

§ 13-4410(A)-(C) [Misdemeanors]

Count each instance in which a victim was provided a misdemeanor criminal conviction notification letter that includes each of the five rights associated with a conviction at sentencing. Once the number of notices of a misdemeanor criminal conviction is entered in the space provided, the system will multiple the five (5) services for you.

OR,

Count as one (1) service each instance in which a victim was given notice by the prosecutorial agency of: 1) a conviction, 2) the victim's right to make an impact statement and what it can include, 3) the right to be present and heard at any pre-sentence or sentencing proceeding, 4) the right to file a restitution lien and 5) of the time, place, and date of the sentencing proceeding.

§ 13-4411(A)-(C)

Count as one (1) service each instance in which a victim was notified by the prosecutorial agency of the sentence imposed on the defendant.

Count as one (1) service each instance in which a victim was provided a *Post-Conviction Notification Request* form by the prosecutorial agency.

§ 13-4411(D)

Count as one (1) service, each instance in which a victim was notified by the prosecutorial agency of a post-conviction review or appellate proceeding.

Count as one (1) service each instance in which a victim was notified of the decisions arising out of a post-conviction proceeding.

CRIMINAL [TITLE 13, CHAPTER 40]

§ 13-4433(B)(D)

Count as one (1) service each instance in which a victim was informed by the prosecutorial agency of a defendant's actual request for an interview and advised by the prosecutorial agency of the victim's right to refuse the interview.

Count as one (1) service each instance in which a victim consented to an interview and the prosecutorial agency informed the defendant's attorney of the time, place, or conditions imposed by the victim for the interview.

§ 13-4439

Count as one (1) service each instance in which a victim was informed by the prosecutorial agency of the victims' employment leave rights.

JUVENILE [TITLE 8, CHAP. 3, ART. 7]

§ 8-385.1-2

Count as one (1) service each instance in which a legal entity victim was given notice by the prosecutorial agency of the right to appear and be heard at a restitution or disposition proceeding.

Count as one (1) service each instance in which a legal entity victim was given notice by the prosecutorial agency of the right to submit a written statement concerning restitution and disposition.

§ 8-385.3

Count as one (1) service each instance in which a legal entity victim was given notice by the prosecutorial agency of the date, time, and place of a restitution or disposition proceeding.

§ 8-389(A)

Count each instance in which a victim was provided an initial notification letter that includes each of the five (5) rights associated with preliminary notice of rights. Once the number of initial notification letters to victims is entered in the space provided, the system will multiple the five (5) services for you.

OR,

Count as one (1) service (each), each instance in which a victim was given notice by the prosecutorial agency: 1) of his/her rights; 2) of the charge(s) against the defendant; 3) of the steps involved in a delinquency prosecution; 4) of how to invoke his or her right to confer with the prosecutor; and, 5) who to contact for more information.

§ 8-389(B)

Count as one (1) service each instance in which a victim was notified by the prosecutorial agency: 1) of the reasons for declining to proceed with a prosecution; and 2) of the victim's right to confer with the prosecutor.

§ 8-390(D)

Count as one (1) service each instance in which a victim was given notice by the prosecutorial agency of a scheduled delinquency proceeding (not including detention hearings), or any changes to that schedule.

JUVENILE [TITLE 8, CHAP. 3, ART. 7]

§ 8-391(A)(C)

Count each instance in which a victim was provided a juvenile adjudicated delinquent notification letter that includes each of the nine (9) rights associated with a delinquent adjudication at a disposition proceeding. Once the number of notices a juvenile adjudicated delinquent is entered in the space provided, the system will multiple the nine (9) services for you.

OR,

Count as one (1) service each instance in which a victim was given notice by the prosecutorial agency of: 1) a delinquent adjudication, 2) the function of the predisposition report, 3) the right of the defense to view the predisposition report 4) the juvenile probation department name and number preparing the report, 5) the victim's right to make an impact statement and what it may include, 6) the right to receive portions of the predisposition report, 7) the right to be present and heard at any predisposition or disposition proceeding, 8) the right to file a restitution lien, and 9) the time, place, and date of the disposition proceeding.

§ 8-412(B)(D)

Count as one (1) service <u>each</u> instance in which a victim was informed by the prosecutorial agency <u>of a juvenile defendant's actual request for an interview</u> and advised by the prosecutorial agency of the victim's right to refuse the interview.

Count as one (1) service <u>each</u> instance in which a victim consented to an interview and the prosecutorial agency informed the defendant's attorney of the time, place, or conditions imposed by the victim for the interview.

§ 8-420

Count as one (1) service each instance in which a victim was informed by the prosecutorial agency of the victims' employment leave rights.

CRIMINAL [TITLE 13, CHAPTER 40]

§ 13-4410(D)
Count as one (1) service, each instance in which a victim was given notice by the court of the 1) date, time and place of sentencing; and 2) the right to be present and heard at the sentencing proceeding.

§ 13-4415(A)
Count as one (1) service, each instance in which a victim was given notice by the court of a probation revocation disposition proceeding where the court is asked to terminate probation or intensive probation.

Count as one (1) service, each instance in which a victim was given notice by the court of a hearing on proposed modifications to probation or intensive probation.

Count as one (1) service, each instance in which a victim was given notice by the court of the arrest of person who is on supervised probation that was arrested due to a warrant issued for probation violation.

§ 13-4415(B)
Count as one (1) service, each instance in which a victim was given notice by the court of any modification to the terms of probation which affect restitution, incarceration status, contact with the defendant, or safety of the victim.

Count as one (1) service, each instance in which a victim was notified by the court of their right to be heard at the hearing to modify the terms of probation.

Count as one (1) service, each instance in which a victim was notified by the court of any probation violation that resulted in the filing of a petition to revoke probation.

Count as one (1) service, each instance in which a victim was notified by the court that a petition to revoke probation has been filed because the defendant absconded.

Count as one (1) service, each instance in which a victim was notified by the court of any conduct by the defendant that raises substantial concern for the safety of the victim.

§ 13-4435 (B)
Count as one (1) service, each instance in which a victim's counsel was given notice by the court of any request for a continuance.

JUVENILE [TITLE 8, CHAP. 3, ART. 7]

§ 8-387
Count as one (1) service each instance in which a victim was provided a copy of terms and conditions of release by the court.

§ 8-388
Count as one (1) service each instance in which a victim was notified of the acceptance of a juvenile defendant into a diversion program (including the conditions that the juvenile must comply with for the complaint or citation to be adjusted/dismissed).

Count as one (1) service each instance in which notice was given that the victim would be notified of a juvenile defendant's completion of a diversion program.

§ 8-393(A)
Count as one (1) service each instance in which a victim was notified of by the court: 1) of an accused juvenile's release; and 2) of an escape [pre-adjudication].

§ 8-391(D)
Count as one (1) service each instance in which a victim was given notice by the court of the 1) date, time and place of sentencing, and 2) the right to be present and heard at the sentencing proceeding.

§ 8-396(A)
Count as one (1) service, each instance in which a victim was given notice by the court of a probation revocation disposition proceeding to terminate the probation or intensive probation of the delinquent.

Count as one (1) service, each instance in which a victim was given notice by the court of a hearing to modify the juvenile's terms of probation or intensive probation.

Count as one (1) service, each instance in which a victim was given notice by the court of the arrest of the delinquent due to a warrant issued for a probation violation.

§ 8-396(B)
Count as one (1) service, each instance in which a victim was given notice by the court of any modification to the terms of probation which affect restitution, incarceration status, contact with the delinquent, or safety of the victim.

Count as one (1) service, each instance in which a victim was notified by the court of their right to be heard at the hearing to modify the terms of probation.

Count as one (1) service, each instance in which a victim was notified by the court of any probation violation that resulted in the filing of a petition to revoke probation.

Count as one (1) service, each instance in which a victim was notified by the court that a petition to revoke probation has been filed because the delinquent absconded.

Count as one (1) service, each instance in which a victim was notified by the court of any conduct by the juvenile that raises substantial concern for the safety of the victim.

§ 8-397(A)
Count as one (1) service each instance in which a victim was given written notice by the court of the release or discharge of a person placed by court order in a mental health treatment or residential treatment agency.

JUVENILE [TITLE 8, CHAP. 3, ART. 7]

§ 8-397(B)
Count as one (1) service each instance in which a victim was given notice of escape of juvenile from a mental health treatment agency or residential treatment agency.

Count as one (1) service, each instance in which a victim is notified of the readmission of an escaped juvenile from a mental health treatment agency or a residential treatment agency.

§ 8-404(C)
Count as one (1) service each instance in which a victim was given a copy of the predisposition report by the court.

CRIMINAL [TITLE 13, CHAPTER 40]

§ 13-4407
Count as one (1) service each instance in which a victim was provided a copy of terms and conditions of release by Department of Corrections.

§ 13-4412(B)
Count as one (1) service each instance in which a victim and prosecutor were given notice by Department of Corrections of an escape of an inmate.

Count as one (1) service each instance in which notice of re-arrest of an escaped prisoner is given.

§ 13-4413(A)
Count as one (1) service each instance in which a victim was given written notice by the Department of Corrections of the earliest release date of the prisoner.

Count as one (1) service, each instance in which a victim was given notice by the Department of Corrections of the prisoner's release

Count as one (1) service, each instance in which a victim was given notice by the Department of Corrections of the prisoner's death.

§ 13-4414(B)(C)
Count as one (1) service, each instance in which a victim was given written notice by BOEC of:
1) the victim's right to be present and heard at the post-conviction release hearing.

Count as one (1) service, each instance in which a victim was given notice by BOEC of a post-adjudication release hearing decision.

JUVENILE [TITLE 8, CHAP. 3, ART. 7]

§ 8-387
Count as one (1) service each instance in which a victim was provided a copy of terms and conditions of release by ADJC.

§ 8-393(B)
Count as one (1) service each instance in which a victim and prosecutor were given notice by ADJC of an escape of a juvenile from ADJC.

Count as one (1) service each instance in which notice of re-arrest of an escaped juvenile from ADJC is given.

§ 8-394(A)(B)
Count as one (1) service, each instance in which a victim was given written notice by ADJC of the earliest release date of the juvenile.

Count as one (1) service, each instance in which a victim was given written notice by ADJC of the juvenile's impending release.

Count as one (1) service, each instance in which a victim was given written notice by ADJC the juvenile's death.

JUVENILE [TITLE 8, CHAP. 3, ART. 7]

§ 8-395(B)(C)
Count as one (1) service, each instance in which a victim was given written notice by ADJC of: 1) a post-adjudication release hearing date, and 2) the victim's right to be present and heard or to submit a statement.

Count as one (1) service, each instance in which a victim was given notice by ADJC of a post-adjudication release hearing decision.

§ 8-396(D)
Count as one (1) service (each), each instance in which a victim was given notice by ADJC of a conditional liberty revocation disposition proceeding.

Count as one (1) service (each), each instance in which a victim was given notice by ADJC of a modification to the terms of conditional liberty.

Count as one (1) service, each instance in which a victim was given notice by ADJC of an arrest pursuant to a warrant issued for a conditional liberty violation.

§ 8-397(A)(B)
Count as one (1) service each instance in which a victim was given written notice by ADJC of the release of the accused or delinquent.

Count as one (1) service, each instance in which a victim was given notice by ADJC of the discharge of the accused or delinquent.

Count as one (1) service (each), each instance in which a victim was given notice by ADJC of the escape of a person placed by court order in a mental health treatment agency or a residential treatment agency.

Count as one (1) service each instance in which victim was given notice of readmission of an escaped juvenile.

SECTION VII: PERFORMANCE REVIEW

A. Insert total number of *services* (per above instructions). For FY 2014 numbers, the system will pre-populate the number reported in your FY 2014 Annual Report.

B. Insert total number of victims served by your agency. Please do not duplicate victims (if your agency provided services to Victim A in January and again in March, Victim A is counted as 1 victim).

Example: *A sheriff's office that arrests a suspect and provides all A.R.S. §13-4405services and two months later, notifies the victim of the suspect's release from jail, will count that victim one time.*

PROSECUTOR'S OFFICES: should include legal entities, declinations, new victims as well as existing victims in this count.

CUSTODIAL AGENCIES (Sheriff's & Jail): should include victims served by your jail that were booked by outside agencies. The number of victims served is determined by the counting the number of R/W forms your officers distribute and the number of R/W forms your agency receives from outside agencies.

C. Self-explanatory

D. Please attach a copy of your agency's tally sheet or database report that shows how your agency counts services provided and number of victims.

E. It is statutorily required by *A.R.S §41-191.08(F)* that each VRP funded agency report on the level of victim satisfaction with services. If you provide an assessment of High, Average or Low, provide data on which this is based including, for example, number of victims surveyed, number of victims who responded, average results, copy of survey or survey protocol, etc.

F. Self-explanatory

SECTION VIII: CERTIFICATION

Print this page and upload a signed copy to the "Additional Documents" section located on the forms menu of the Annual Report. The official agency head or presiding judge must sign and date this section as indicated. Additionally, the official agency head or presiding judge's name must be printed or typed and her/his title indicated.

ANNUAL REPORT SUBMISSION

REVIEW THE FOLLOWING CHECKLIST PRIOR TO SUBMITTING YOUR ANNUAL REPORT in GMAN:

_____ Ensure that all pages of the report are completed accurately, per the instructions.

_____ Ensure that your submission includes all required attachments (finance report, service/victim count, and survey).

_____ If you are reverting monies, ensure that a reversion warrant is made payable to *Office of the Attorney General*. Be sure that the check and/or envelope indicates your agency's name. Note: monies remaining less than $100.00 do not need to be reverted and shall be carried forward and accounted for in next fiscal year's cycle.

_____ Ensure that the certification section has been signed by your agency head or presiding judge and uploaded to the "Additional Documents" section located on the Forms Menu of the Annual Report.

_____ Submit the completed report by changing the status to "Annual Report Complete" on or before August 14, 2015.

Mail reversion checks to the following address:

Kennesha Jackson
State Victims' Rights Administrator
Attorney General's Office of Victim Services
1275 W. Washington St.
Phoenix, AZ 85007-2926

QUESTIONS?

Please call Kennesha Jackson at
Phone: (602) 542-8451 or email: Kennesha.Jackson@azag.gov

LATE REPORTS

Be advised that, as provided in section II, paragraph C of the FY 2015 VRP Funding Agreement, the Attorney General will reduce and/or discontinue funding to your agency in FY 2017, according to the schedule below, **for failure to submit, on or before August 14, 2015 the FY 2015 VRP Annual Report** that is required pursuant to A.R.S. § 41-191.08(F).

# BUSINESS DAYS LATE	**One -Five days**	**Six - Ten days**	**11 - 15 days**	**16+ days**
% OF FY 2017 REDUCTION	5%	10%	15%	25%