

# Victims' Rights Self-Assessment Checklist

## - Community Corrections

---

*This assessment checklist is designed for your department or agency to acknowledge and/or ensure your compliance with victims' rights laws as well as to consider some best practices that may enhance opportunities to honor a victim's constitutional right to a meaningful role in the post-conviction process.*

- ☐ Do you inform crime victims about their rights?
  - ☐ Do you partner with the DA Office and understand roles regarding victim notification?
  - ☐ Do you have a process for victim notification throughout any/all stages?
  - ☐ Do you have a process to document notifications, requested rights and contacts?
  - ☐ Do you provide communication preference options to victims? (e.g. phone, email, website, mail)
  - ☐ Is your initial victims' rights notification letter victim-centered/sensitive?
  - ☐ Do you have a process that allows crime victims to opt in at any time?
  - ☐ When requested, do you notify victims of every critical stage hearing, including probation violation and dispositional review hearings?
  - ☐ Are notifications prompt? (e.g. within 72 hours of hearing being set).
  - ☐ Victims have a right to reasonable protection of their information. How do you protect victim information?
  - ☐ Do you know what information about the offender can be released to victims? (see guide)
  - ☐ Do you inform victims of the grievance process if they feel their rights have been violated?
  - ☐ Are you knowledgeable about other programs that support crime victims and do you make referrals when appropriate? (e.g. Crime Victims' Compensation Program; VISOR; Address Confidentiality etc.)
  - ☐ Do you provide training opportunities to your staff who work with crime victims? (e.g. trauma informed practice; victim-centered language; difficult conversations; etc.)
-