OREGON DEPARTMENT OF JUSTICE
CRIME VICTIM AND SURVIVOR SERVICES DIVISION

MASS VIOLENCE INCIDENT RESPONSE FORMS PROCESS

1. **Purpose of Forms:**
   a. Ensure collection of individual victim data to ensure continuity of services.
   b. Ensure collection of aggregate data for purposes of applying for federal grant funds under the Anti-Terrorism & Emergency Assistance Program (AEAP).

2. **Forms:**
   a. *FORM A: Mass Violence Incident Response Statistics (all victims)* (DM 9576507)
      i. Aggregate DAILY data for individual advocate/responder:
         1. total victims served
         2. total services provided
         3. number of hours worked
   b. *FORM B: Victim Services Mass Violence Incident Response Intake Form (complete when working with injured victims or the NOK of deceased victims to aid in continuity of services. Use your professional discretion for all others.)* (DM 9576364)
      i. Information specific to individual victims:
         1. contact information
         2. personal barriers for service
         3. services provided

3. **Process:** Upon the request of the jurisdictional District Attorney, CVSSD will handle response forms in the following manner:
   a. Form A (Daily Statistics):
      i. Forms will be provided to advocates upon check in.
      ii. Advocates will complete aggregate data and turn form in to the CVSSD Lead at end of each day when they check out.
      iii. CVSSD Lead will collect all forms.
      iv. CVSSD Lead will provide statistical forms/information to CVSSD for purposes of federal grant solicitation.
   b. Form B (Intake Form):
      i. Advocate will document individual information as appropriate.
      ii. Advocate will explain to the victim that their information will be shared with the DA-VAP, who may share it with law enforcement or prosecutors
      iii. Advocate will complete and turn in forms to the CVSSD Lead at the end of each day when they check out.
      iv. CVSSD Lead will safeguard forms to protect personally identifiable information from inappropriate release.
      v. CVSSD Lead will provide these forms to local jurisdiction DA-VAP.