**Victims’ Rights Self-Assessment Checklist**

 *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 juvenile justice process.*

☐ Do you have an interagency agreement that clearly defines responsibility for victim notification?

*Does it define who is responsible for notification throughout all stages of the process?*

☐ Are all identified victims promptly notified of their rights?

☐ Is your initial victims’ rights notification letter victim-centered/sensitive?

*Are you addressing initial notification letters to parents of minor victims?*

☐ Is your staff considering cultural responsiveness when providing resources?”

*Are you connecting victims with local culturally specific programs?*

*Are you communicating with victims in their preferred language?*

*Have you identified a professional interpretation service for victims who do not speak English?*

☐ Do you include the Victims’ Rights in the Juvenile Justice System brochure and the Victims’

Rights Request Form for Juvenile Cases in your initial notification letters?

☐ Are you contacting victims by phone prior to sending initial notification letters or shortly after?

*Is your staff using victim-centered/sensitive language when conversing with victims?*

☐ Are you inquiring about accessibility needs prior to court hearings?”

*Do the materials you are sending to victims meet accessibility needs?*

*If the materials are available on your website, do they meet accessibility needs?*

☐ Are you using the JJIS Victim Module to document notifications, requested rights and contacts?

*Is this information treated with privacy in mind?*

☐ Do you know what information about the youth can be released to victims?

☐ Do you notify victims of the grievance process if they feel their rights have been violated?

☐ Do you have a separate area (away from the offender) for your victims to wait for court hearings?

*Is the space welcoming and inclusive of all communities?*

☐ Do you ask for a victim’s rights to be preserved if case has been dismissed via plea negotiations?

☐ Do you make it a practice to make victim notification a part of the record at every hearing?

☐ Do you notify victims of every critical stage hearing, including PV’s & dispositional review hearings?

☐ Are you notifying victims (even those on dismissed cases) when a youth applies for expunction?

☐ Do you know about the Crime Victims’ Compensation Program, and do you make referrals?