

RESOLUTION OF GOVERNING BODY—REQUIRED

REQUIRED TO BE SUBMITTED WITH THE APPLICATION BY 5:00 P.M. CDT WEDNESDAY, MAY 15, 2013. IF THE TIMING OF THE APPLICATION DUE DATE AND REQUIREMENTS OF THE OPEN MEETINGS ACT OR OTHER REQUIREMENTS PREVENTS THE GOVERNING BODY FROM REVIEWING AND APPROVING THE RESOLUTION, THEN IT MAY BE SUBMITTED TO THE OAG AFTER THE DUE DATE.

LEGAL NAME OF APPLICANT: Tom Green County

UNIQUE APPLICATION NUMBER (if applicable): V0021-14-0089

Be it known as follows:

WHEREAS, the Tom Green County District Attorney, [Name of Applicant] has applied or wishes to apply to the Office of the Attorney General, (OAG) Crime Victim Services Division for the following grant program (check one):

- Other Victim Assistance Grant (OVAG)
- Victim Coordinator and Liaison Grant (VCLG)
- Sexual Assault Prevention and Crisis Services (SAPCS) – State Funds

WHEREAS, the Tom Green County Commissioners' Court, [Name of Governing Body of Applicant, such as City Council, County Commissioners' Court or Board of Directors], has considered and supports the Application filed or to be filed with the OAG;

WHEREAS, the Tom Green County District Attorney, [Name of Applicant] has designated or wishes to designate the following individual as the "Authorized Official" who is given or has been given the power to apply for, accept, reject, alter, or terminate that certain grant with the OAG, Crime Victim Services Division as well as given the authority to sign all grant adjustment requests, inventory reports, progress reports and financial reports or any other official documents related to the grant on behalf of the grantee:

Name of Person Designated as "Authorized Official": Honorable Michael D. Brown

Position Title: Tom Green County Judge

NOW THEREFORE, BE IT RESOLVED that this governing body approves the submission of the Application to the OAG, Crime Victim Services Division as well as the designation of the Authorized Official.

MA Brown
Signature

Michael D. Brown
Printed Name

4-30-13
Date

V0021-14-0089

1. ORGANIZATION			
Unique Application Number (UAN)	V0021-14-0089		
Legal Name of Applicant	Tom Green County		
Name of Agency Contact	Sylvia Valdez		
Agency Contact's Telephone Number	325-659-6583		
<input type="checkbox"/> Check if applying for an OVA		Amount Requested	% of Personnel and Fringe Requested
	FY 2014	\$41,999.72	97%
	FY 2015	\$42,000.29	97%

2. MISSION STATEMENT	
2.1 Provide the mission statement of your organization.	
<p>The first priority of the Tom Green County District Attorneys' Office is the prosecution and conviction of those who commit felony offenses in our jurisdiction. The Victim/Witness division is here to provide victims with detailed information to help them cope with their unrequested role in the criminal justice system; concentrating on a more personalized relationship with victims to afford them their mandated rights and enhance the relationship between prosecutors, investigators and victims. We respond to the emotional and physical needs of crime victims; assisting victims in stabilizing their lives after a victimization; assisting victims to understand and participate in the criminal justice system, and providing victims with resources for safety and security.</p>	

3. DESCRIPTION OF THE ORGANIZATION	
3.1 Give a description of the history of your organization including the purpose for which it was created.	
<p>The 51st District was established in the late 1800's to prosecute crimes in Tom Green and surrounding counties. The 119th District was created in 1932. The two elected District Attorney's physically share an office and are the only two in the US that do so. The office covers a seven county area that encompasses 7800 miles and population of over 137,000. The types of cases handled by the District Attorneys' Office are as varied as the demographics of the districts. All felony cases and felony probation revocations fall under the authority of the District Attorneys' Office. Additionally, our attorneys handle juvenile cases, fugitive from justice actions, and various civil proceedings, such as asset forfeitures, bond forfeitures and some child welfare cases. The office employs 24 people which includes the victims services division. The Victims' Assistance program was developed in order to assist victims through the criminal justice system, provide them with Crime Victims' Compensation Applications and assistance in completing the said application, and to notify victims of their rights under the Texas Constitution. This job was done by one coordinator.</p>	
3.2 Give a description of how the organization has evolved to its current structure, this may include the scope of service, geographic areas covered, staff heirarchy, legal organization, etc.	
<p>The Victims' Assistance program was developed in 1989 in order to assist victims through the criminal justice system, to provide to them Crime Victims' Compensation Applications and assistance in completing the said applications, and to notify victims of their rights under the Texas Constitution. From one full-time coordinator the division has grown to two full-time positions with a part-time position and a sustained volunteer program. The Director of Victim Services handles the victim of felony crimes against children and all other felony offenses with victims. The other full-time coordinator is dedicated to felony family violence while also assisting with other bodily injury crimes that come in to the office. The division has a continued flow of volunteers that help sustain the quality of services provided to the victims.</p>	

4. VICTIM SERVICES EXPERIENCE		YEARS
4.1 How many years has the organization been providing victim-related services or assistance?		24

V0021-14-0089

5. VICTIM SERVICES WORK

5.1 Provide a description of the work the organization is doing on behalf of victims of crime.

The unit provides the victim with assistance and informs them of their rights; the victim coordinator seeks to enhance the working relationship between investigator, the prosecutor and the victim, which results in a more successful prosecution of the offender. The unit furnishes the victim with means to gain access to various social service agencies such as the New Bridge Family Shelter, medical providers, pro-bono legal advisors, rape crisis intervention, and/or mental health professionals, assistance with filling out forms and obtaining compensation through the Crime Victims' Compensation. The victim coordinator/assistant also accompanies the victims to court hearings, answers general questions about the legal process and procedures, and keeps the victims apprised of future hearings.

5.2 How does this work fit into the organization's overall goals and objectives?

The coordinator advocates in discussions with the prosecutor when the victim cannot be present. The victim services department works with the victim to help them transition through the legal process while working with the prosecutor and the case investigator to develop an overall prosecution plan which involves the victim of the offense playing an integral role in the eventual disposition of the criminal case.

6. VOLUNTEERS

6.1 Does the organization currently have a volunteer program, or plan to implement one this grant term?

Yes

6.2 How many volunteers were active within the last year?

0

6.3 Describe how the organization utilizes or plans to utilize volunteers to support the organization's mission, including any specific victim-related services.

Most of the volunteers we obtain come through our local university in the way of an internship. The law students help support the organization's mission in various ways by assisting our department in fulfilling the needs of our victims. The volunteers help and prepare information packets, set appointments, take messages, establish and maintain relevant files, enter data relating to the project activities and compile, maintain and retrieve statistics needed by other state agencies, and otherwise assist the coordinator and other office personnel as needed.

6.4 Describe training for volunteers including both training required prior to providing services and ongoing training conducted throughout the volunteer's service.

The volunteers receive training from current office personnel and may also attend local training events and seminars. Our law student interns already have some prior knowledge of the legal system and we continue their training by letting them shadow a victim coordinator when talking or accompanying victims to hearings. The intern/volunteers have the freedom to ask any of the staff/attorneys questions as well as learning the functions of staff jobs.

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6.5 Describe how the organization recruits and retains volunteers or plans to do so.
<p>We are approved by the criminal justice intern program at Angelo State University as well as Howard College and for the Psychology Practicum at Angelo State University here in San Angelo. We also will recruit high school or general volunteers that are interested in our field and want to gain more knowledge to see if this is a career path they wish to pursue or if they are just willing to give of their time to help the community.</p>

7. COLLABORATIONS
7.1 Describe the benefits realized by victims of crime as a result of your organization's collaboration(s) with other organizations (if your organization collaborates) or through your organization alone (if your organization does not collaborate).

The victims of crime benefit from our collaborations by having a coordinated, multidisciplinary and victim-centered first response to victims of assaults in our area while maintaining victim confidentiality. There are many benefits realized by our victims when we work with other community organizations, namely because each agency is aware of the services the others offer, therefore, we are able to give our victims services that relate directly to their unique case/situation. Victims also realize that all the agencies are working toward the same goal of providing the most effective resources for them.

7.2 If your organization collaborates, provide a list of the organizations, including the organization type (law enforcement agency, advocacy center, hospital, task force, etc.) the applicant collaborates with to serve victims of crime for the purpose of supporting or assisting in victim recovery.
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We have a collaboration with the Sexual Assault Response Team and work with the following agencies to provide to victims the needed referrals, services, and information concerning their case: Hope House, Concho Valley Rape Crisis Center, San Angelo Health Department, San Angelo Police Department, Tom Green County Sheriff's Department, Crisis Intervention Unit, Mothers Against Drunk Driving, TDCJ Crime Victims Clearinghouse, ICD Family Shelter, Mental Health Mental Retardation, Texas Council on Family Violence, Air Force Aid Society, Air Force Family Support Center, Texas Vine, West Texas Guidance Center, the Texas Advocacy Project, Shannon and Community Hospitals, SANE Nurses, VICARS, Child Advocacy Center, The Texas Department of Family and Protective Services, Angelo State University Police, Ballinger Police Department, Concho County Sheriff, Winters Police Department, Eden Police Department, Coke County Sheriff, Irion County Sheriff, Sterling and Schelicher County Sheriffs, Runnels County Sheriff and the Texas Department of Public Safety.

8. STATE AND FEDERAL FUNDS EXPERIENCE	YEARS
8.1 How many years of experience does the organization have in managing state or federal grant funds?	11

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6.5 Describe how the organization recruits and retains volunteers or plans to do so.

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7.1 Describe the benefits realized by victims of crime as a result of your organization's collaboration(s) with other organizations (if your organization collaborates) or through your organization alone (if your organization does not collaborate).

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8. STATE AND FEDERAL FUNDS EXPERIENCE

YEARS

8.1 How many years of experience does the organization have in managing state or federal grant funds?

11

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10. PERSONNEL & FRINGE											
Title of Position	Sched-uled to work	Sched-uled on this grant.	Direct Services on this grant.	Admin. on this grant.	Other on this grant.	Annual Salary	Total Salary Requested on this grant.	% Salary Funded by this grant.	Annual Fringe Benefits for the Position	Fringe Funds Requested on this grant.	% Fringe Funded by this grant.
FY 2014		HOURS PER WEEK				SALARY			FRINGE		
1. VAC	40	40	40			\$23,513.87	\$23,513.87	100.00%	\$12,510.49	\$12,510.49	100.00%
2. VAC ASSISTANT	30	10		10		\$ 4,183.04	\$ 4,183.04	100.00%	\$ 660.08	\$ 660.08	100.00%
3.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
4.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
5.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
6.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
						\$ 27,697			\$ 13,171		
FY 2015		HOURS PER WEEK				SALARY			FRINGE		
1. VAC	40	40	40			\$24,219.29	\$24,219.29	100.00%	\$13,501.80	\$13,501.80	100.00%
2. VAC ASSISTANT	25	5		5		\$ 2,154.26	\$ 2,154.26	100.00%	\$ 339.94	\$ 339.94	100.00%
3.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
4.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
5.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
6.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
						\$ 26,374			\$ 13,842		
10.1 FY 2014 POSITION NARRATIVE											
Provide a justification, which relates to the project's goal.											
1. VAC	The coordinator will directly impact the project goals as stated by performing the services listed. By providing direct services to the victim this coordinator position will achieve the stated goal by bringing services to all victims.										
2. VAC ASSISTANT	The assistant will maintain files, data bases, and other necessary information relating to the grant position.										
3.											
4.											
5.											
6.											

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10.2 FY 2015 POSITION NARRATIVE

Provide a justification, which relates to the project's goal.

1. VAC	The coordinator will directly impact the project goals as stated by performing the services listed. By providing direct services to the victim this coordinator position will achieve the stated goal by bringing services to all victims.
2. VAC ASSISTANT	The assistant will maintain files, data bases, and other necessary information relating to the grant position.
3.	
4.	
5.	
6.	

10.3 REQUEST FOR EXCEPTION TO OVAG REQUIREMENTS

Indicate in the space provided below the reason and justification for why the Applicant is asking for the exception.

11. PROFESSIONAL & CONSULTANT SERVICES

Name of Professional/Company that Applicant will contract with to perform Professional & Consultant Services	Description of Professional & Consultant Services	FY 2014			FY 2015		
		No. of Days of Consultation	Daily Rate of Compensation	Cost	No. of Days of Consultation	Daily Rate of Compensation	Cost
			\$ -	\$ -		\$ -	\$ -
			\$ -	\$ -		\$ -	\$ -
			\$ -	\$ -		\$ -	\$ -
			\$ -	\$ -		\$ -	\$ -
			\$ -	\$ -		\$ -	\$ -
			\$ -	\$ -		\$ -	\$ -
			\$ -	\$ -		\$ -	\$ -

11.1 FY 2014 PROFESSIONAL & CONSULTANT SERVICES NARRATIVE

Provide a justification for Professional & Consultant Services which relates to the project's goal.

11.2 FY 2015 PROFESSIONAL & CONSULTANT SERVICES NARRATIVE

Provide a justification for Professional & Consultant Services which relates to the project's goal.

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12. TRAVEL								
Travel Purpose	Positions: List all positions (separated by a comma) requested within travel type.	Expense Type	FY 2014			FY 2015		
			Total Cost of Travel	% Requested by this OAG Grant	Cost Requested by this OAG Grant	Total Cost of Travel	% Requested by this OAG Grant	Cost Requested by this OAG Grant
OAG Sponsored Training	Victim/Witness Coordinator	Airfare/Mileage	\$ 539.24	100%	\$ 539	\$ 300.00	100%	\$ 300
		Hotel	\$ 341.00	100%	\$ 341	\$ 500.00	100%	\$ 500
		Per diem	\$ 180.00	100%	\$ 180	\$ 144.00	100%	\$ 144
		Misc./Hotel Tax	\$ 72.00	100%	\$ 72	\$ 72.00	100%	\$ 72
		TOTAL				\$ 1,132		
			\$ -	0%	\$ -	\$ -	0%	\$ -
			\$ -	0%	\$ -	\$ -	0%	\$ -
			\$ -	0%	\$ -	\$ -	0%	\$ -
Travel Purpose	Positions: List all positions (separated by a comma) requested within travel type.	Expense Type	Number of Miles	Cost Per Mile Requested by this OAG Grant	Cost Requested by this OAG Grant	Number of Miles	Cost Per Mile Requested by this OAG Grant	Cost Requested by this OAG Grant
Local Travel (Mileage Only)		Mileage		\$ -	\$ -		\$ -	\$ -
					\$ 1,132			\$ 1,016

12.1 FY 2014 TRAVEL NARRATIVE
Provide a justification describing the travel staff members will perform. This should include the location to be traveled to, the number of trips planned, the title of the staff member who will be making the trips, and how the travel supports the goal of the grant.

The VAC will attend the June 6, 2013 OAG Presumptive Eligibility, Victim Rights and Address Confidentiality Program Training in Austin, TX.

12.2 FY 2015 TRAVEL NARRATIVE
Provide a justification describing the travel staff members will perform. This should include the location to be traveled to, the number of trips planned, the title of the staff member who will be making the trips, and how the travel supports the goal of the grant.

The VAC will attend another recommended conference such as the Texas Victim Services Association annual conference to encourage best practices and trainings for this same position while providing networking opportunities as well as delivery of a full range of consistent, high quality professional services to crime victims, their families, and communities. This would be for one conference.

13. EQUIPMENT						
Item	FY 2014			FY 2015		
	Total Cost of Equipment	% Requested by this OAG Grant	Cost Requested by this OAG Grant	Total Cost of Equipment	% Requested by this OAG Grant	Cost Requested by this OAG Grant
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
			\$ -			\$ -

13.1 FY 2014 EQUIPMENT NARRATIVE
Provide a justification for Equipment which relates to the project's goal.

13.2 FY 2015 EQUIPMENT NARRATIVE
Provide a justification for Equipment which relates to the project's goal.

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16. PROJECT SUMMARY

16.1 Complete the following statement, which may be used by the OAG to summarize or describe the project. "This project funds [number of staff] to serve victims by providing [types of] services in [geographic locations]."

This project funds one full-time coordinator and one part-time assistant to serve victims of sexual assault, domestic abuse, child abuse, DUI/DWI accidents, survivors of homicide, assault, adults molested as children, elder abuse, robbery, and other violent, felony crimes by providing the state mandated and other victim services such as furnishing the victim means to gain access to various service agencies so that he/she may receive the assistance so often needed by violent crime victims; to allow the staff to accompany the victim to all criminal court hearings the victim wishes to attend, to answer general questions about legal proceedings, specific questions regarding the victim's own case, and to keep the victim apprised of any future hearings. The 51st and 119th Judicial Districts of Texas include seven counties of Coke, Concho, Irion, Schleicher, Sterling, Runnels and Tom Green. The area encompasses just over 7800 miles and has a combined population of over 137,000.

17. TARGET POPULATION		SPECIFIC POPULATIONS	
SPECIFIC VICTIMIZATIONS			
Adults Molested as Children	X	African-American	X
Assault	X	Asian	X
Child Abuse	X	Elderly (65 and up)	X
DUI/DWI	X	Gay/Lesbian/Bisexual/Transgender	X
Family Violence	X	Hispanic	X
Hate/Bias Crimes	X	Persons with Disabilities	X
Human Trafficking	X	Rural	X
Physical Abuse and/or Neglect	X	Spanish-speaking	X
Robbery	X	Other	X
Sexual Assault	X		
Survivors of Homicide Victims	X		
Other Victims of Crime	X		

18. PROBLEM STATEMENT

18.1 Provide a brief description of the specific victim-related issue(s) this project is designed to address as it relates to the specific victimization types reported in 17. Target Population of Tab D - Project Summary.

This project provides state mandated as well as other services to individuals of the specific victimization as outlined in 17 of the target population of Tab D. Violent crime victims frequently require quick intervention and the aid of an advocate to help walk them through the judicial system while giving the victim needed information and referrals. When the needs of the victim are met then they can begin their healing process.

19. SUPPORTING DATA

19.1 Provide data that supports the victim-related issue(s) and/or specific victimization types this project is designed to address. Cite research and/or data that is geographically relevant and specific to your service area.

According to the FBI Report of Offenses, there is a decrease in violent crime. San Angelo Crime statistics report an overall downward trend, with projected crime rates lower than those in 2010, however, local statistics collected from the San Angelo Police Department show there were 4 cases of murder, 1 case of justifiable homicide, 80 robbery cases, 310 aggravated assault cases, 2,518 cases of domestic violence, 3,244 domestic violence victims, 18 Sodomy crimes, 89 sexual assault crimes and 52 forcible fondling crimes in 2011-2012. Our numbers in the above mentioned crimes, excluding robbery, have experienced increases between the years 2011-2012. In San Angelo, we have experienced an increase in violent crime of 6.35%. We are currently experiencing an increase in population because of the oil boom and our police department is currently adding more officers to patrol to combat the expected increase in crime. This data supports that additional help is required to meet the increased crime rate of violent offenders here in San Angelo.

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20. PROJECT GOAL

20.1 Provide a project goal, which relates to your Problem Statement, that shows what the project plans to achieve over the next two years with these grant funds. The goal should be a "SMART" goal: Specific, Measurable, Achievable, Realistic and Timely.

Our project goal is to continue to provide an additional victim assistant coordinator focused on providing services to all victims of: family violence, sexual assault (adults and children), assault, child abuse, DUI/DWI, hate/bias crimes, survivors of homicide victims, robbery, physical abuse/neglect and other victims of crime allowing a direct personal relationship with the victims to afford them their mandated rights, improve their safety, and enhance the working relationship between prosecutors, investigators, and victims. We have met increasing numbers of victims served as shown through our tracking and reporting process, our goals are achievable and realistic. This project allows this office to meet the victims' needs in a timely manner.

21. OUTPUT ASSESSMENT AND EVALUATION

21.1 Describe the systems, including tools and/or processes, written policies and procedures, databases, tracking forms or quality control testing, which will be used to track and verify the project's outputs.

1. An Access Data Base is used to track all victims that are notified of their rights and Texas Vine Services. A Grant Manager Program is used to track all victims helped with Crime Victims' Compensation, information and referral, justice accompaniment, assistance with Victim Impact Statements, follow-up, victim advocacy and restitution assistance. We have these systems already in place.

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21.2 OUTPUTS SUMMARY	PROJECTED TARGET	
	FY 2014	FY 2015
DIRECT VICTIM SERVICES		
Number of Unique Victims Served	550	650
Assistance with Crime Victims' Compensation	250	300
Assistance with Texas VINE	250	300
Information and Referral	550	650
Assistance with Restitution	250	250
Criminal Justice Accompaniment	75	100
Law Enforcement Accompaniment	0	0
Medical Accompaniment	0	0
Crisis Intervention	0	0
Individual Counseling	0	0
Support Groups	0	0
Therapeutic Groups	0	0
Peer Support Services	0	0
Assistance with Victim Impact Panels	0	0
Assistance with Victim Impact Statements	150	175
Emergency Funds	0	0
Follow-up with Victim	450	500
Legal Assistance	0	0
Lodging	0	0
Other	550	650
Transportation	5	5
Victim Advocacy	150	175
VICTIM SERVICES TRAINING	FY 2014	FY 2015
Total Number of all Training Sessions	0	0
Law Enforcement Individuals Trained	0	0
Prosecution/Judicial Individuals Trained	0	0
School Faculty Individuals Trained	0	0
Medical Individuals Trained	0	0
Faith-Based Individuals Trained	0	0
Volunteer Individuals Trained	0	0
Other Individuals Trained	0	0
Total Number of all Individuals Trained	0	0
OUTREACH OR COMMUNITY EDUCATION	FY 2014	FY 2015
Outreach or Community Education Presentations	0	0
Outreach or Community Education Participants	0	0
Informational Fairs	0	0
Total Attendees at Informational Fairs	0	0
25% of Total Attendees (auto-calculates)	0	0
Total Outreach or Community Ed Presentations	0	0
STRUCTURED EDUCATION	FY 2014	FY 2015
Structured Education Presentations	0	0
Structured Education Participants	0	0
21.3 PUBLIC AWARENESS CAMPAIGN (Statewide Applicants Only)		
21.3 Describe the types of public service campaign products and activities (Internet, press releases, press conferences, tv and radio, etc.) the applicant plans to provide in English and in other languages.		

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22. OUTCOMES	
22.1 OUTCOME ASSESSMENT AND EVALUATION	
DIRECT SERVICE OUTCOMES	Outcome Target %
Increase in knowledge of crime victims' rights.	90%
Increase in knowledge of community resources and services.	90%
PROFESSIONAL TRAINING OUTCOME	
Increase in knowledge of crime victims' rights.	
COMMUNITY EDUCATION OUTCOME	
Increase in knowledge of community resources and services.	
PUBLIC AWARENESS CAMPAIGNS	
Increase in knowledge about the warning signs of specific crimes and victimizations.	
CHILDREN'S ADVOCACY CENTERS (CAC)	
Reduction in trauma, crisis, stress and/or anxiety of child victim and/or protective family members.	
Increase understanding/knowledge regarding criminal and civil justices system process in general and/or in regard to their specific case.	
22.2 Specify one of the outcomes chosen in 22.1 Outcome Assessment and Evaluation section of Tab D - Project Summary and describe the tools and/or processes written policies and procedures, pre- and post- tests, staff observation or surveys, which will be used to measure the project's outcome.	
<p>To measure the Direct Service Outcomes of increasing in knowledge of crime victims' rights and community resources and services we currently use an Access computerized data base to keep track of all victims that we notify of their rights and community resources. We also keep track on a Voca Grant program and in our County Odysessy software program and do telephone surveys to assess the knowledge and understanding received by the victims from the services this project serves. This is used to measure the project's outcome.</p>	

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23. DETAILED IMPLEMENTATION PLAN

23.1 Describe this project's specific activities, which will be done over the next two years.

The coordinator and the coordinator assistant will be identified, interviewed, and trained. The coordinator will then began to provide state mandated services to victims of felony level crime such as: assistance with Crime Victims' Compensation, Victim Impact Statements, and VINE notification information; referrals to area social service agencies such as New Bridge Family Shelter, the Concho Valley Rape Crisis Center, Hope House, West Texas Guidance Center, Vicar, and Legal Aid of Northwest Texas. The coordinator will accompany victims to any court hearing they wish to attend and answer general questions about legal procedures and specific questions about the victims's own case. The coordinator will advocate for victims in hearings with prosecutors when the victim cannot be present. The assistant will maintain files, databases and other necessary information relating to the grant process. The assistant will also help in returning victim phone calls, emails, and letters, along with escorting victims to court if and when needed. They will also assist with any restitution paperwork.

23.1 Continued:

23.1 Continued:

23.2 Describe how these activities will help to reach the project's goal.

24. COMMUNITY RESOURCES	Yes/No
24.1 Is collaboration with one or more outside organizations required to achieve specific project activities in the detailed implementation plan?	No
24.2 Do these collaborations currently exist?	Yes
24.3 Describe why these agreements are required.	

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These agreements assure cooperation between agencies involved in different services provided to a victim to increase the flow of necessary information while providing a more uniform, seamless, and effective transition as possible for the victims as they move through the many victim service agencies involved in the criminal justice system.

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25. SUSTAINABILITY PLAN

25.1 Briefly describe what would happen to the proposed grant project in the event that the OAG grant funds are no longer available.

If funds for the proposed grant project were no longer available through the Office of the Attorney General, this office would have to petition the Tom Green County Commissioners for assistance and funding for this position.

26. FINANCIAL

26.1 FINANCIAL SYSTEMS

26.2 Describe the financial systems, internal controls, written policies and procedures, accounting software, databases, tracking forms or quality control testing, which will be used to track and verify the project's financial activities.

The accounting system is set up on an accrual basis consistent with Generally Accepted Accounting Principles. The accounting system's general ledger allows costs to be tracked between indirect costs and by different funding sources. It also includes a method that records the revenue and expenditures by funding source and budget categories. There is a time-keeping system in place that requires grant personnel to outline activity and actual time worked by the funding source and that requires the signatures of the employee and supervisor. The accounting system is supported by appropriate documentation, such as purchase orders, vouchers, receipts and invoices. The financial duties are segregated so that different individuals are responsible for a) handling funds and b) record keeping. Actual expenditures are periodically compared with the budget to ensure that grants funds are not requested in excess of the amounts approved in each budget category. The County utilizes advanced financial software systems to properly record all financial transactions. Internal controls are prevalent in the system through the use of appropriate user roles and access levels. In addition, the County has written accounting procedures, an anti-fraud policy and personnel manuals that address relative components of accountability. The County's independent auditors perform a single audit of grant awards in compliance with PMB Circular A-133 annually.

26.3 BUDGET NARRATIVE

26.4 Provide a justification, which relate to the project's goal, for each requested budget category summarized in 27. Budget on Tab D - Project Summary.

Salary and Fringe are for the one full-time position that will be providing the direct services to the actual victims and one part-time position that will provide the needed and necessary administrative assistance for the coordinator. Travel is for the one full-time grant funded position to attend the required Office of the Attorney General trainings on Victim Coordination and the other funding for travel would be for another conference for continuing education and networking for the Victim Assistant Coordinator..

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27. BUDGET SUMMARY						
PERSONNEL		% of Positions	Hrs./Week	FY 2014 Requested	FY 2015 Requested	Total Project Cost
Description						
VAC		100%	40	\$ 23,514	\$ 24,219	\$ 47,733
VAC ASSISTANT		100%	10	\$ 4,183	\$ 2,154	\$ 6,337
		0%		\$	\$	\$
		0%		\$	\$	\$
		0%		\$	\$	\$
		0%		\$	\$	\$
Total FTEs		2.00				
Personnel Total				\$ 27,697	\$ 26,374	\$ 54,070
FRINGE						
VAC				\$ 12,510	\$ 13,502	\$ 26,012
VAC ASSISTANT				\$ 660	\$ 340	\$ 1,000
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
Fringe Total				\$ 13,171	\$ 13,842	\$ 27,012
PROFESSIONAL & CONSULTANT						
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
Professional & Consultant Total				\$	\$	\$
TRAVEL						
OAG Sponsored Training				\$ 1,132	\$ 1,016	\$ 2,148
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
Local Travel (Mileage Only)				\$	\$	\$
				\$	\$	\$
Travel Total				\$ 1,132	\$ 1,016	\$ 2,148
EQUIPMENT						
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
Equipment Total				\$	\$	\$
SUPPLIES						
				\$	\$ 769	\$ 769
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
Supplies Total				\$	\$ 769	\$ 769
OTHER DIRECT OPERATING EXPENSES						
OAG Sponsored Training Registration				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
Other Direct Operating Expenses Total				\$	\$	\$
TOTAL BUDGET				\$ 42,000	\$ 42,000	\$ 84,000

SUMMARY OF POSITION

Contacts crime victims and witnesses to obtain information and provide assistance when necessary.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** District Attorney for the district to which the work relates; however, may receive assignments from any Assistant District Attorney,
2. **Directs:** Victim/Witness Secretary (District Attorney).
3. **Other:** Works closely with victims and witnesses; and has frequent contact with judges; attorneys; law enforcement personnel; other county departments; and the general public.

EXAMPLES OF WORK

Essential Duties*

Supervises department employees, including assigning and reviewing work, training, counseling, disciplining, and making recommendation on hiring and terminating employees;

Creates and maintains manual and computerized victims' and witnesses' files;

Notifies victims and witnesses of their rights, explains criminal procedures, and counsels victims and witnesses as necessary and appropriate;

Assists victims and/or survivors of victims in completing Victim Impact Statements and Crime Victims compensation Forms, submits paperwork, and tracks current status;

Calculates restitution for property crimes;

Checks plea list and advises victims of plea bargains and their right to address the court;

Writes grant applications and oversees funds received;

Shepherds victims and witnesses during trials and prevents any contact with the defendant;

Serves as liaison between office attorneys and victims;

Maintains current status in related legal issues pertaining to criminal and victim/witness issues;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

12/00

Trains other county Victim/Witness Coordinators and provides lectures to police academy and other governmental organizations and other agencies as requested; and

Assists the general public in person and by telephone, answering questions and directing to the appropriate party as necessary.

Other Important Duties*

May supervise interns from Angelo State University Criminal Justice Department; and

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: criminal law and court procedures; and victims' and survivors' rights and redress.

Skill/Ability to: supervise and motivate employees; understand criminal procedures and penal code; write grants; operate standard office equipment including computer using standard word processing, spreadsheet, and data inquiry software, copier, fax machine, etc.; demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with victims and witnesses, other county employees, employees of outside law enforcement agencies and organizations, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus at least five years of experience in a legal office or a related field;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

12/00

Job Description:

Victim Witness Assistant
(District Attorney)

SUMMARY OF POSITION

This is a part-time position providing general secretarial duties in support of the Victim/Witness Coordinator, including typing correspondence, filing, and opening mail; and contacts crime victims and witnesses to obtain information and provide assistance when necessary.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Victim/Witness Coordinator.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with victims and witnesses; and has frequent contact with judges; attorneys; law enforcement personnel; other county departments; and the general public.

EXAMPLES OF WORK

Essential Duties*

Performs general secretarial duties including typing correspondence, filing, and opening mail;

Assists in creating and maintaining manual and computerized victims' and witnesses' files;

Notifies victims of their rights and assists in explaining criminal procedures;

Mails final disposition of cases to victims;

Assists victims and/or survivors of victims in completing Victim Impact Statements and Crime Victims compensation Forms, submits paperwork, and tracks current status;

Assists in shepherding victims and witnesses during trials and preventing contact with the defendant; and

Assists the general public in person and by telephone, answering questions and directing to the appropriate party as necessary.

Other Important Duties*

May assist in training interns from San Angelo State University Criminal Justice Department; and

Performs such other related duties as may be assigned.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

10/2004

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: business English, spelling, and punctuation; and general office practices and procedures.

Skill/Ability to: understand criminal procedures and Penal Code; operate standard office equipment including computer using standard word processing, spreadsheet, and data inquiry software; demonstrate proficiency in both oral and written communication; type accurately at a speed of 50 words per minute; and establish and maintain effective working relationships with victims and witnesses, other county employees, employees of outside law enforcement agencies and organizations, and the general public.

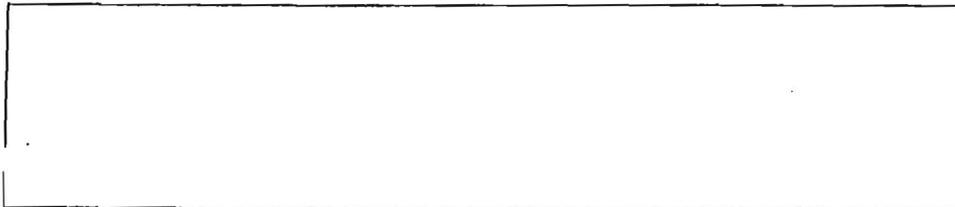
ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus at least one year of secretarial and/or clerical experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.



* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

10/2004

Sexual Assault Response Team Cooperative Working Agreement

This working agreement is recognized as a cooperative, collaborative commitment between each agency listed below, and proof of commitment is acknowledged by the signature of each agency's representative.

District Attorneys' Office of Tom Green, Crockett and Sutton Counties,

agrees to:

- Designate a liaison to serve as a resource person for the **Sexual Assault Response Team (SART)**;
- Use **Sexual Assault Nurse Examiners (SANEs)** as witnesses during a sexual assault trial;
- Provide reasonable notification of upcoming trials to the **SANE** who will be called to testify;
- Meet with the **SANE** prior to a trial to review the case; and
- Maintain communication and contact with the **SANE** team and establish a method to inform the **SANE** team of the disposition of cases.

Coke, Concho, Crockett, Irion, Kimble, Mason, McCulloch, Menard, Reagan, Rummels, Schleicher, Sterling, Sutton, and Tom Green County Sheriff's Offices, & San Angelo, Sonora and Brady Police Departments and Angelo State University Police Departments

agrees to:

- Designate a liaison to serve as a resource person for the **SART**;
- Establish a method to inform the **SANE** team of the disposition of cases;
- Refer acute and chronic sexual assault survivors to the **SANE** program at **Shannon Medical Center**;
- Follow established protocol to notify **SANE** at *Shannon Medical Center* **SANE** program that a sexual assault survivor is being transported;
- Follow established protocol to notify **Concho Valley Rape Crisis Center, Inc.** or **Friends for Hope** to provide advocacy services to sexual assault survivors while at **Shannon Medical Center**;
- Provide a case or incident number;
- Receive forensic evidence that has been collected from the survivor and/or perpetrator; and
- Follow law enforcement established protocols and procedures regarding evidence collection, transport and storage.

Concho Valley Rape Crisis Center, Inc. & Friends for Hope

agree to:

- **Concho Valley Rape Crisis Center, Inc.** will demonstrate a thirty minute response from time of call received to time advocate/staff arrives in emergency room;
- **Friends for Hope** will demonstrate a two hour response from time of call received to time advocate/staff arrives in emergency room;
- Designate a liaison to serve as a resource person for the **SART**;
- Refer acute and chronic sexual assault survivors to the **SANE** Program at **Shannon Medical Center**;

(Continues page 2)

Follow established protocol with **Shannon Medical Center** for advocates in the examining room; and

Be available for survivors of all ages, their family members and friends.

Goodfellow Air Force Base

agrees to:

Designate a liaison to serve as a resource person for the **SART**;

Consider the use of **SANEs** as witnesses during a sexual assault trial;

Provide reasonable notification of upcoming trials to the **SANE** who will be called to testify;

Meet with the **SANE** prior to a trial to review the case;

Refer acute and chronic sexual assault survivors to the **SANE** Program at *Shannon Medical Center*;

Follow established protocol to notify **SANE** Program at *Shannon Medical Center* that a sexual assault survivor is being transported;

Provide a case or incident number;

Receive forensic evidence that has been collected from the survivor and/or perpetrator; and

Follow established protocol regarding evidence collection and storage.

Shannon Medical Center

agrees to:

Designate a liaison to serve as a resource person for the **SART**;

Demonstrate an appropriate response from time of call received to time **SANE** arrives in emergency room;

Notify **Concho Valley Rape Crisis Center, Inc.** or Friends for Hope that a survivor is being transported/arrived;

Provide **Concho Valley Rape Crisis Center, Inc.** or Friends for Hope the opportunity to establish a relationship with the survivor(s), if survivor agrees. This includes survivors of all ages, their family members, and friends;

Provide a sexual assault evidence collection (rape) kit;

Provide consistency in the sexual assault examination of survivors;

Provide consistency in the evidence collection from perpetrators;

Maintain chain of custody for all forensic evidence collected and hand off to law enforcement agent;

Properly prepare for upcoming hearings;

Meet with the District and/or Prosecuting Attorney to review the case;

Maintain contact with the District Attorney's Office and Prosecuting Attorney's Office; and

Notify the District Attorney's Office and/or Prosecuting Attorney's Office of address and/or telephone number changes.

The Texas Department of Family & Protective Services

agrees to:

Designate a liaison to serve as a resource person for the **SART**;

Refer acute and chronic sexual assault survivors to the **SANE** Program at *Shannon Medical Center*; and

Follow law enforcement established protocols regarding evidence collection.

(Continues Page 3)

The Children's Advocacy Center

agrees to:

Designate a liaison to serve as a resource person for the **SART**;

Refer acute and chronic sexual assault survivors to the **SANE** Program at *Shannon Medical Center*, and

Follow established protocols with *Shannon Medical Center* for advocates in the examining room.

The Tom Green County Crisis Intervention Unit

agrees to:

Designate a liaison to serve as a resource person for the **SART**;

Refer acute and chronic sexual assault survivors to the **SANE** Program at *Shannon Medical Center*, and

Refer survivors of sexual assault, their family members and friends to **Concho Valley Rape Crisis Center Inc. and Friends for Hope.**

TEXAS DEPARTMENT OF PUBLIC SAFETY

5805 N. LAMAR BLVD • BOX 4087 • AUSTIN, TEXAS 78773-0001

512/424-2211

www.txdps.state.tx.us



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DEPUTY DIRECTOR

COOPERATIVE WORK AGREEMENT

This document serves as a cooperative work agreement between the Texas Department of Public Safety, Victim Services and Tom Green County District Attorney's Office and is executed to better serve crime victims. This agreement is in effect unless rescinded by either party.

These agencies agree to cooperate in providing direct victim services to crime victims in their jurisdictions according to Chapter 56 of the Texas Code of Criminal Procedures. The services these agencies may provide, but are not limited to, include: information and referral, justice support, crisis counseling, assistance in filing compensation claims, personal advocacy, and therapy. These agencies will work together to meet the needs of victims and to provide as seamless a transition as possible for the victims as they move through the many victim services agencies involved in the criminal justice system.

Molly Thurman / Dir. Victim Services
Name\ Title (Print)
Tom Green County
District Attorney's Office
Agency\Organization Name

Molly Thurman 2/22/11
Signature Date

Tom Cooper
Victim Services Counselor (Print)
Texas Department of Public Safety

Tom Cooper 2-22-11
Signature Date

Melissa Atwood, LCSW
Victim Services Director
Department of Public Safety

Signature Date

Memorandum of Understanding
TOM GREEN COUNTY SHERIFF'S CRISIS INTERVENTION UNIT
and the 51ST DISTRICT ATTORNEY'S OFFICE

I. Purpose:

To establish a cooperative and mutually beneficial relationship between Tom Green County Sheriff's Crisis Intervention Unit (CIU) and the 51st District Attorney's Office (D.A.) and set forth the relative responsibilities of the parties to disseminate information and make appropriate referrals.

II. Duration of Agreement:

The Agreement becomes effective on the date signed and shall remain in full force and effect until the Agreement is canceled by the parties in accordance with the terms set forth herein.

III. General Provisions:

This Memorandum of Understanding does not create additional jurisdiction or limit or modify existing jurisdiction vested in the parties. It is understood by both parties that each should fulfill its responsibilities under this Agreement in accordance with the provisions of law and regulations that govern their activities. Nothing in this Agreement is intended to negate or otherwise render ineffective any such provisions or operating procedures. If at any time either party is unable to perform its functions under this Agreement consistent with such party's statutory and regulatory mandates, the affected party shall immediately provide written notice to the others to establish a date for mutual resolution of the conflict.

IV. Responsibilities:

In consideration of the mutual aims and desires of the parties of this Agreement and in recognition of the public benefit derived from effective implementation of the programs involved, the parties agree that their responsibilities under this Agreement shall be as follows:

- A. CIU shall refer victims to the D.A. to apply for protective orders and to cooperate with prosecution.
- B. D.A. shall refer victims to CIU for assistance with referrals for financial assistance, crime related transportation, and support groups.
- C. All parties shall work together to provide information and assistance to those individuals in need.

V. Confidentiality:

The CIU abides by strict confidentiality regulations that govern the release of information. The CIU shall not disclose the identity of a victim and/or specifics regarding the victim's circumstance unless required to do so by state or federal law, to the 51st District Attorney's Office, without the written consent of the victim. After the victim has signed a consent form for the release of information, the CIU

may release information for the purpose of referral, treatment and intervention planning, and coordination efforts.

VI. Effective Administration and Execution of this MOU:

A. This MOU shall be reviewed annually and remain in full force and effect until specifically abrogated by one of the parties to this Agreement with sixty (60) days notice of the other party.

B. Effective execution of the Agreement can only be achieved through continuing communication and dialogue between parties. It is the intent of this MOU that channel of communication will be used to resolve questions, misunderstandings, or complaints that may arise that are not specifically addressed in the MOU.

C. After receiving the signed "Release of Information" forms, personnel from CIU and the 51st District Attorney's Office shall meet, as necessary and appropriate, to share information regarding individual cases and review the quality of services provided to the victims.



Authorized Official Signature

Mike Brown

Tom Green County Judge

3-12-13

Date



Authorized Official Signature

Allison Palmer

Chief Prosecutor

4/17/2013

Date