



DOCUMENTS AND RECORDS USEFUL FOR DATA COLLECTION

LAW ENFORCEMENT AGENCY INFORMATION

1. Organizational charts
2. Current mission, vision, and values statements
3. Service area crime and victimization statistics (for the past 5 to 10 years)
4. Annual reports (past 5 years)
5. Current victim response policies and procedures
6. Victim response training schedules and curricula (for sworn and professional personnel)
7. Credentials of current trainers on victim-related topics
8. Materials routinely given to victims by sworn and professional personnel (e.g., brochures, victim rights information, public relations materials)
9. Victim services information available for personnel use (e.g., program and contact lists, services and eligibility criteria descriptions)
10. Inventory of existing victim, community member, agency personnel, and victim services provider surveys (telephone, electronic, direct mail, in-person) and results analyses/reports
11. Current memorandums of understanding (MOUs) with community partners serving victims (and any other relevant MOUs)

VICTIM SERVICES PROVIDER AGENCY INFORMATION

1. List of victim services providers and contact information
2. Organizational charts
3. Annual reports (past 5 years)
4. Statistics showing the number of victims served (by agency and crime type)
5. Policies and procedures, especially those specific to reporting crimes, relationships with law enforcement agencies, parameters of confidentiality/privacy, access to records, and definitions of service area and/or scope of responsibilities (e.g., types of victims served, areas of the city/county)
6. Current MOUs with law enforcement (and any other relevant MOUs)