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I.

LAWS RELATING TO VICTIMS SERVICES AND PROCEDURES

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A. Historical Background

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HISTORICAL BACKGROUND

Mission and Goals

Addressing the needs of crime victims through passage of victim oriented legislation began in the early 1980s in the State of Maryland. Believing that the passage of these few isolated laws had resolved the plight of crime victims, legislators became reluctant to continue the trend. For that reason, a Joint Resolution was passed in the Session of 1984 which created a Task Force to study this issue.

At the recommendation of the Task Force, the General Assembly passed guidelines for the treatment of crime victims and witnesses in 1986. The **State Board of Victim Services** and the position of Victim Services **Coordinator** were created by the legislature in 1988. This endeavor recognized and acknowledged the unique and distinctive needs of crime victims and that state and local laws, programs, and procedures must be continually updated to meet those needs. These entities were created for the purpose of monitoring, assessing, coordinating, and making recommendations concerning state and local efforts to assist victims of crime.

The purpose of the Board has been, and remains still so today, to develop a comprehensive and coordinated system of victim services delivery throughout the criminal justice process. Its mission is *to ensure that all crime victims in the State of Maryland are treated with dignity and compassion through comprehensive victim services, support and programs.*

Board Authority

The Board was originally created under the authority of the Office of the Attorney General and subject to the powers and duties as delineated in the State Government Article, Section 6.5-101 through 6.5-203. In 1992, the authority of this Board was transferred to the Governor's Office of Justice Administration. During the 1996 Legislative Session, the Board's authority was transferred to the **Governor's Office of Crime Control & Prevention**, which had absorbed the former Governor's Office of Justice Administration.

Board Membership

The original legislation established a 15 member board, which sought to draw upon the experiences of a broad number of individuals including crime victims, service providers, and representatives from various criminal justice related agencies. Additional two public member

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positions became available in 1995, and in 1996 the Board membership increased to a total of 22. Of these positions, 14 positions representing state agencies are legislatively named and others are appointments by the Governor of the State. Members of the Board serve five (5) year terms and these terms are staggered by the terms provided for members of the Board as of July 1, 1988. (See Legislation)

Victim Services Coordinator

The position of Victim Services Coordinator was created in the legislation that created the Board to serve as staff to the Board, to make recommendations concerning State and local victim compensation programs, and to provide technical assistance to local victim assistance programs. In addition, legislation mandates that the Victim Service Coordinator ensure that the rights of victims are observed by monitoring compliance with all State laws and providing assistance to crime victims. The Victim Service Coordinator's position falls under the authority of the Governor's Office of Crime Control & Prevention (GOCCP) reporting directly to GOCCPs Executive Director.

Maryland Victims of Crime Fund (MVOC)

In 1991, the Maryland General Assembly created the Maryland Victims of Crime Fund. The primary purpose of the Fund is to create a revenue source which allows the Board to ensure implementation of the Declaration of the Crime Victims' Rights Amendment to the Maryland Constitution, as well as the Guidelines for Treatment of and Assistance to Crime Victims and Witnesses and others laws adopted to benefit victims and witnesses of crime. The Board was given administration of the Fund's revenues by legislative mandate.

The Annotated Code of Maryland, Article 26A, Section 17 (a) gives the Judiciary in both the District and Circuit Courts the authority to impose fines on convicted offenders. Moneys paid by defendants into the Fund are made available, in the form of competitive grants, to victim service agencies throughout the state to establish and/or enhance victim assistance support and services. These fines provide the only source of revenue for the Fund. Since the Fund's creation, existing legislation has been amended twice, (1995 and 1996), to increase the Fund's revenues by increasing fines levied at defendants.

In fiscal year 2012, for the first time, funds were awarded at level amounts over a three-year period, instead of the ongoing decrease in annual funds.

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Board Sponsorship of the Annual Statewide Victim Memorial Service and Annual Victims' Advocate Service Award Luncheon

The first Annual Statewide Memorial Service for crime victims was held in April of 1990 and has grown each year in both scope and attendance. In 1996, the Board agreed to assume sole responsibility for hosting an annual statewide Victim Memorial Service and Victims' Advocate Service Awards Luncheon from the Maryland Victim Assistance Network. Annually over 1,000 murdered or missing victims are honored throughout the State by their family and friends. The Board increased surviving family members' opportunity to attend the Memorial Service by creating regional Memorial Service sites instead of its previous one statewide site. This event culminates National Crime Victims Rights Week and is seen as an opportunity to recognize those who have provided outstanding service to crime victims in the State of Maryland. In addition to these three permanent initiatives, the Board has done considerable long range strategic planning. A copy of the Victim Services Work Plan is included in Section 4, A of this handbook.

Since the Board's creation in 1988, many accomplishments in improving the plight of Maryland's crime victims have been made. These accomplishments have been made only through the hard work, dedication, and insight of the many talented, knowledgeable individuals in the field and those who have proudly served or continue to serve as State Board of Victim Services Board members.

B. Legislation Creating the Board/By Laws

Board of Victim Services

Maryland Code Annotated
Criminal Procedure Article
Title 11: Victims and Witnesses

§ 11-910	Definitions
§ 11-911	Board Established
§ 11-912	Membership
§ 11-913	Quorum; Meetings; Compensation
§ 11-914	Duties
§ 11-915	Victim Services Coordinator
§ 11-916	State Victims of Crime Fund – In General
§ 11-916	State Victims of Crime Fund- Status; Investments; Construction
§ 11-918	State Victims of Crime Fund – Audit; Disbursements
§ 11-919	Grant Program

Retrieved from Michie's Legal Resources September 16, 2010 at
<http://www.michie.com/maryland/lpext.dll?f=templates&fn=main-h.htm&cp=mdcode>

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§11-910. Definitions.

(a) In Part II of this subtitle the following words have the meanings indicated.

(b) “Board” means the State Board of Victim Services.

(c) Crime

(1) “Crime” means conduct that is a crime under:

(i) common law;

(ii) § 109 of the Code of Public Local Laws of Caroline County;

(iii) § 4-103 of the Code of Public Local Laws of Carroll County;

(iv) § 8A-1 of the Code of Public Local Laws of Talbot County; or

(v) except as provided in paragraph (2) of this subsection, the Annotated

Code.

(2) “Crime” does not include a violation of the Transportation Article that is not punishable by a term of confinement.

(d) “Executive Director” means the Executive Director of the Governor’s Office of Crime Control and Prevention.

(e) “Fund” means the State Victims of Crime Fund.

(f) (1) “Victim” means a person who suffers direct or threatened physical, emotional, or financial harm as a direct result of a crime or of a violation of § 21-902 of the Transportation Article.

(2) “Victim” includes a family member of a minor, incompetent, or homicide victim.

§11-911. Established

There is a State Board of Victim Services in the Governor's Office of Crime Control and Prevention created by Executive Order 01.01.1995.18.

§11-912. Membership.

(a) The Board consists of the following 22 members:

(1) as ex officio members:

- (i) the Governor or the Governor's designee;
- (ii) the Attorney General or the Attorney General's designee;
- (iii) the chairman of the Maryland Criminal Injuries Compensation Board;
- (iv) the Secretary of Human Resources or the Secretary's designee;
- (v) the Secretary of Juvenile Services or the Secretary's designee;
- (vi) the Secretary of Public Safety and Correctional Services or the Secretary's

designee; and

(vii) the Executive Director or the Executive Director's designee;

(2) 14 persons appointed by the Governor as follows:

- (i) two State's Attorneys, recommended by the Attorney General;
- (ii) six members of the public, recommended by the Executive Director;
- (iii) four professional victim service providers, recommended by the Executive

Director;

(iv) one representative of the Maryland Chiefs of Police; and

(v) one representative of the Maryland State Sheriff's Association; and

(3) one member of the judiciary of the State, appointed by the Chief Judge of the Court of Appeals.

(b) *Tenure; vacancies.*-

(1) The term of an appointed member is 5 years.

(2) The terms of appointed members are staggered as required by the terms provided for members of the Board on October 1, 2001.

(3) At the end of a term, an appointed member continues to serve until a successor is appointed and qualifies.

(4) A member who is appointed after a term has begun serves only for the rest of the term and until a successor is appointed and qualifies.

(c) The Governor may remove a member for incompetence or misconduct.

(d) The Governor or the Governor's designee shall serve as chairman.

§11-913. Quorum; meetings; compensation.

(a) A majority of the members then serving on the Board is a quorum.

(b) The Board sets the times and places of its meetings.

(c) A member of the Board:

(1) may not receive compensation as a member of the Board; but

(2) is entitled to reimbursement for expenses under the Standard State Travel Regulations, as provided in the State budget.

§11-914. Duties

Subject to the authority of the Executive Director, the Board shall:

(1) submit to the Governor an biennial written report of its activities, including its administration of the Fund;

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- (2) monitor the service needs of victims;
- (3) advise the Governor on the needs of victims;
- (4) recommend the appointment of the Victim Services Coordinator to the Executive

Director;

(5) review and approve the Victim Services Coordinator's plans and annual reports, and the Victim Services Coordinator's implementation, operation, and revision of programs;

(6) approve or disapprove each grant application submitted by the Governor's Office of Crime Control and Prevention;

(7) advise the State's Attorneys' Coordination Council on the adoption of regulations governing the administration of the Victim and Witness Protection and Relocation Program established under § 11-902 of this subtitle;

(8) advise the State's Attorneys' Coordinator on the administration of the Victim and Witness Protection and Relocation Program;

(9) develop pamphlets to notify victims of the rights, services, and procedures provided under Article 47 of the Maryland Declaration of Rights or State law, including:

(i) one pamphlet relating to the time before and after the filing of a charging document other than an indictment or information in circuit court; and

(ii) a second pamphlet relating to the time after the filing of an indictment or information in circuit court; and

(10) develop a notification request form in consultation with the Administrative Office of the Courts, through which a victim may request to be notified under § 11-104 of this title.

§11-915. Victim Services Coordinator.

(a) The Executive Director shall appoint a Victim Services Coordinator.

(b) Subject to the authority of the Executive Director, the Victim Services Coordinator shall:

(1) provide staff support to the Board on victim services matters;

(2) monitor, assess, and make recommendations on State and local victim compensation programs and procedures;

(3) provide technical assistance to local public and private programs that provide victim assistance;

(4) research and gather data on victims and victim assistance programs, and disseminate the data to the public;

(5) submit to the Governor, the Attorney General, the Secretary of Public Safety and Correctional Services, and the Board an annual report that includes recommendations on how to improve victim assistance programs;

(6) ensure that the rights of victims are observed;

(7) help victims to get the information to which they have a right; and

(8) monitor compliance with the guidelines for treatment of and assistance to victims and witnesses under §§ 11-1002 and 11-1003 of this title.

(c) The Victim Services Coordinator is entitled to compensation as provided in the State budget.

§11-916. State Victims of Crime Fund – In general.

- (a) *Established* - There is a State Victims of Crime Fund.
- (b) *Purpose* -
 - (1) The Fund shall be used to pay for carrying out:
 - (i) Article 47 of the Maryland Declaration of Rights;
 - (ii) the guidelines for the treatment and assistance for victims and witnesses of crimes and delinquent acts provided in §§ 11-1002 and 11-1003 of this title; and
 - (iii) any laws enacted to benefit victims and witnesses of crimes and delinquent acts.
 - (2) The Fund may pay for the administrative costs of the Fund.
- (c) *Administration* - The Board shall administer the Fund.

§11-917. State Victims of Crime Fund – Status; investments; construction.

- (a) *Status*
 - (1) The Fund is a special continuing, nonlapsing fund that is not subject to § 7-302 of the State Finance and Procurement Article.
 - (2) The Treasurer shall separately hold and the Comptroller shall account for the Fund.
 - (3) The Comptroller shall make payments from the Fund that the Board approves.
- (b) *Investments*
 - (1) The Fund shall be invested and reinvested in the same manner as other State funds.
 - (2) Any investment earnings shall be credited to the Fund.
- (c) *Construction* - This section does not prohibit the Fund from receiving money from any

source.

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§11-918. State Victims of Crime Fund – Audit; disbursements.

(a) The Fund is subject to an audit by the Office of Legislative Audits under § 2-1220 of the State Government Article.

(b) Disbursements from the Fund shall supplement and may not be a substitute for any State, local government, or other funds existing on July 1, 1991, for assistance to crime victims or witnesses.

11-919. Grant Program

(a) *Established* - There is a grant program.

(b) *Regulations; submission of application.* - The Governor’s Office of Crime Control and Prevention shall:

(1) adopt regulations for the administration and award of grants under Part II of this subtitle; and

(2) submit all approved grant applications to the Board.

(c) *Board action required.* - The Board shall:

(1) approve each grant application received by the Governor’s Office of Crime Control and Prevention before any money is released from the Fund; and

(2) ensure that the money obtained from unclaimed restitution under § 17-317(a)(3)(i) of the Commercial Law Article is used for annual grants to provide legal counsel to victims of crimes and delinquent acts to protect the victims’ rights as provided by law.

State Board of Victim Services

Do you know:

- That the MVOC was created *before* the Board was established?

The MD Victims of Crime Fund was originally created in 1987 under the Contracts for Compensation – “Son of Sam” Law (SB 428 – Criminal Procedure Article 11-625) to prevent criminals from profiting from the notoriety of their criminal actions. Under the bill, the Attorney General was to hold money for the benefit of & payable to the victim or victim’s representative. Money collected from notoriety was to be deposited in an escrow account. The fund was later transferred to Criminal Procedure Article 11-916 *after* the Board was established. The purpose of the fund, if the victim or representative could not be identified for the claim, was to establish an on-going fund capable of providing assistance or remedies with victims’ rights and services. (This was a legislative priority of the Stephanie Roper Committee, Inc.)

- When the State Board of Victim Services was established?

The State Board of Victim Services & the position of Victim Coordinator were established in 1988 within the Attorney General’s Office (SB 14/HB 546 – Criminal Procedure Article 11-910 – 11-919). The Board was first transferred to the Governor’s Office of Justice Administration & then later to the Governor’s Office of Crime Control & Prevention by Executive Order. (This was a legislative priority of the Stephanie Roper Committee, Inc. & supported by the MD Victim Assistance Network (MDVAN). The number of Board members was increased from fifteen to the current number of twenty-two.

- The history that led to the establishment of the Board?

While prosecutor-based Victim/Witness Units began to emerge in the late 1970s, the catalyst for dealing with specific victim problems & potential redress of those problems came from the diligence of victims & professionals in the justice system. In 1984, Maryland advocates attempted to have a **Bill of Rights** for victims passed. The legislature rejected that proposal & instead created a Task Force on Victim Services, Chaired by (then) Lt. Governor J. Joseph Curran. The Task Force was asked to examine the State’s response to the problems encountered by victims of crime & to report on legislation relating to victims’ rights. The multitude of issues encountered required a second term for the Task Force to complete its mission.

- How the Guidelines for the Treatment of & Assistance to Crime Victims & Witnesses were created?

As a result of the failure to enact a victims’ Bill of Rights, the Task Force recommended & the legislature enacted Guidelines for the treatment of victims, victim’s representative or witnesses

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(adults) in 1986; in 1988 similar guidelines for victims & witnesses of delinquent acts were enacted.

- Why the Board was established?

As new legislation was being enacted & victim rights were moving to the forefront, advocates perceived the need for continual evaluation of victim services & a centralization of victim resources. The MD legislature wanted a mechanism in which the effectiveness of victims' rights & services could be monitored & recommendations could be made to the Governor. Hence the Board & the Coordinator position were created. The first meeting of the Board convened on February 9, 1989. Two committees were initially formed:

1. Procedures Committee: to promulgate by-laws
2. Selection Committee: to select candidates suitable for recommendation to the Attorney General to fill the position of Victim Coordinator.

During the interim vacancy, Lynne Battaglia & Stuart Buppert from the Attorney General's Office & Dario Broccolino, the State's Attorney's Coordinator, shared the responsibilities of that position. A Steering Committee was created to be a standing committee & advisory committee to the Board. The Selection Committee was chaired by Ginny Mahoney. After developing a job description & completing an exhaustive search & interview process, Cassie Puls was chosen to be the first State Victim Services Coordinator. She started the position on November 26, 1989.

- Mission of Board? Duties? Composition of Board Members? (See attachments, including statutes) To satisfy its statutorily mandated functions (including recommendations to the Governor), the Board began with the following goals:

1. Identify the basic needs of victims of crime & delinquent acts by conducting regional public hearings throughout the state over the period from April 1990 to June 1991;
2. Identified the long range goal of the Board to establish a central office with support staff to provide victims with information regarding victims' issues;
3. Updated a State Resource Directory for crime victims (1986) with resources listed by county;
4. Monitored victim related legislation (took no independent position at that time).
5. Promote public awareness through sponsorship of activities for Victims' Rights Week: workshops, local events, etc.;
6. Identify funding resources for victim services.

- How the MVOC has been funded?

Beginning in 1991, a funding source for MVOC was created by assessing court penalties. Those convicted in circuit court received a \$20 fine & those convicted in district court received a \$10 fine. **In 1993** jailable traffic offenses were added as sources of fines & these collections were split between CICB (Criminal Procedure Article 11-819) & MVOC (Criminal Procedure

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Article 917). **In 1995** a fine of \$3 for non-jailable traffic offenses was added for one year & split between CICB & MVOC. **In 1996** the \$3 court cost was made permanent & the \$5 fine for jailable offenses for MVOC was continued with authority to transfer a portion of the funds to the Victim/Witness Protection Fund. **In 1997** the 1996 law was codified. (These funding initiatives for MVOC & CICB were legislative priorities of the then Stephanie Roper Committee, Inc.).

**C. Executive Order Creating the
Governor's Office of
Crime Control & Prevention**

Executive Order Creating the Governor's Office of Crime Control & Prevention

See Tab 1, Section B (Legislation Creating the Board/By Laws), Criminal Procedure Article §§11-910
and 11 -911

D. Statutes (Compliance CD and materials)

E. Article 47, Declaration of Rights, Constitution of Maryland

Article 47. Rights of victim of crime.

- (a) A victim of crime shall be treated by agents of the State with dignity, respect, and sensitivity during all phases of the criminal justice process.
- (b) In a case originating by indictment or information filed in a circuit court, a victim of crime shall have the right to be informed of the rights established in this Article and, upon request and if practicable, to be notified of, to attend, and to be heard at a criminal justice proceeding, as these rights are implemented and the terms “crime”, “criminal justice proceeding”, and “victim” are specified by law.
- (c) Nothing in this Article permits any civil cause of action for monetary damages for violation of any of its provisions or authorizes a victim of crime to take any action to stay a criminal justice proceeding.

[1994, ch. 102, ratified Nov. 8, 1994.]

II.

BOARD STRUCTURE AND MEMBERSHIP

A. Meeting Structure

MEETING STRUCTURE

1. Robert's Rules of Order is the agreed upon meeting format.
2. The full Board strives to meet up to **11 times a year** for regular Board committee meetings and one other time for an annual Retreat.
3. The meetings are currently set for the first Wednesday of **every** month.
4. A quorum consists of a majority of the appointed membership. Without this minimum number of members, the meeting can do only a very limited number of things, and any substantive action in the absence of a quorum is invalid.
5. Every Board member may send a designee in his/her place up to **two** times a year in case of the regular member's unavailability. However, the Board member **must** notify the Board **in advance** of the meeting and **in writing** of the designee's attendance. Signed returned postcard or fax transmission acceptable. A letter of proxy should accompany the designee for purposes of voting at the meeting.
6. The Board requires that **meeting minutes** be sent to members prior to the next Board meeting for review. Included with the minutes will be an electronic postcard with the notice of the next meeting and a: I will attend or I will not attend check-off box for returning to the Victim Services Coordinator. This will allow advance notice of quorum availability and any designee in attendance rather than regular member.
7. The Board requires a **meeting agenda** one week (7 days) prior to meeting.
8. It is the responsibility of the Victim Services Coordinator to take and distribute the minutes of all Board Meetings and to provide the advance copies of meeting agenda to all Board members.

Maryland State Board of Victim Services

2012 Membership Chart

Membership/Board Seat	Membership/Board Seat Appointed by the Governor	Membership/Board Seat Ex Officio Members	Name	Expiration Date	Comments
		Chairperson Governor or Designee	Ellen Alexander	Governor's Discretion No Expiration Date	3/1/2012 - to date: Alexander 1992-10/7/2011: Roberta Roper
		Attorney General/Designee	Barbara S. Bond	Attorney General's Discretion No Expiration Date	8/21/1996 - to date
		MCICB Board Chair	Sandy S. Roberts, Esq.	Board Chair's Discretion No Expiration Date	4/6/05 - to date: Roberts Designee: D. Scott Beard
		Secretary of Human Resources/Designee	Bonnie Ariano	Secretary's Discretion No Expiration Date	3/2/2012 - to date: Ariano
		Secretary of Juvenile Services/Designee	Jessica Dickerson	Secretary's Discretion No Expiration Date	4/2005 - to date: Dickerson
		Secretary of Public Safety and Correctional Services/Designee	Reah Harris	Secretary's Discretion No Expiration Date	2001-2010 - Robin Woolford 5/2010-8/2011: Cortney Fisher 9/5/2012: Harris
		Executive Director/Designee	Tammy M. Brown	Governor's Discretion No Expiration Date	9/5/2012 to date: Brown Alternate: Edward Parker 2007-2012: Mahoney 2002-2007: Woods 1999-2002: Amos
State Judiciary Appointed by Chief Judge Court of Appeals			Deborah Unitus	Chief Judge of the Court of Appeals' Discretion No Expiration Date	
	State's Attorney Recommended by the Attorney General		Frank R. Weathersbee, Esq.	June 30, 2017	1992 - to date: Weathersbee Alternate: Heather Amador, Victim/Wit Director
	State's Attorney Recommended by the Attorney General		Laura L. Martin Esq.	June 30, 2016	3/09- to date: Martin 9/2011-pending reappointment

Membership/Board Seat	Membership/Board Seat Appointed by the Governor	Membership/Board Seat Ex Officio Members	Name	Expiration Date	Comments
	MD Sheriffs' Association		R. Gary Hofmann III	June 30, 2015	6/29/2010 - to date: Sheriff Hofmann
	MD Chiefs of Police Association		Walter T. Coryell	June 30, 2013	2/03 - to date - Chief Coryell
	Victim Service Provider Recommended by the Executive Director		Debra Tall	June 30, 2016	5/4/07 - to date Tall
	Victim Service Provider Recommended by the Executive Director		Jeanne Yeager	June 30, 2016	10/22/07 to date: Yeager
	Victim Service Provider Recommended by the Executive Director		Molly Knipe	June 30, 2014	5/2009 - 3/28/2012: Alexander 5/2012 - To date: Knipe
	Victim Service Provider Recommended by the Executive Director		Patricia Marshall	June 30, 2013	7/04 - to date: Marshall
	Public Member Recommended by the Executive Director		Virginia Wolf	June 30, 2015	12/1992 - to date: Wolf
	Public Member Recommended by the Executive Director		Linda Fleischer	June 30, 2014	10/22/07 - to date: Fleischer
	Public Member Recommended by the Executive Director		Margery Patten	June 30, 2015	7/04 - to date: Patten
	Public Member Recommended by the Executive Director		Bonnita Spikes	June 30, 2017	5/2010 to date: Spikes
	Public Member Recommended by the Executive Director		Rea Goldfinger	June 30, 2014	5/2009 - to date: Goldfinger
	Public Member Recommended by the Executive Director		Kathleen O. O'Brien	June 30, 2013	5/2010 - to date: O'Brien

§11-912, §11-913 of the Criminal Procedures Article (22 Total Members, 5 Year Terms)

- Ex Officio Members: Upon designation to the Board, please have the person overseeing your agency submit a letter to the Governor's Appointments Office confirming Designee and cc GOCCP Executive Director and State Victim Services Coordinator. **Ex-Officio members are NOT required to be sworn in or file disclosure forms.**
- Victim Service Providers: Once your term is expired you must submit a letter to GOCCP Executive Director, cc: State Victim Services Coordinator requesting a consideration to extend your membership an additional term. If appropriate, the executive director will then submit a letter to the Governor recommending you for reconsideration. The Governor will then accept or deny your request.
- Public Members: Requirements for application include not being an official or nonofficial overseeing a council, State board or advisory board for an organization and/or agency on a paid or volunteer capacity. Once your term is expired you must submit a letter to GOCCP Executive Director, cc: State Victim Services Coordinator requesting a consideration to extend your membership an additional term. If appropriate, the executive director will then submit a letter to the Governor recommending you for reconsideration. The Governor will then accept or deny your request.
- Current Vacancies: DPSCS.
- State Victim Services Coordinator: Anne Litecky

H:\AnneMarie\USEM\VO\APPOINTMENTS OFFICE of the GOV\Membership Chart 2008.doc
REVISION: 8/22/2012

MSBVS CONTACT LIST

Member: Ms. Ellen Alexander
Organization Montgomery County Police Department
Addr 1 12500-A Ardenes Avenue
Addr 2
Addr 3
City Rockville **State** MD **ZIP** 20852
Phone 240-773-5626 **Ext Fax** 240-773-5635
Job Title Director of Victim Services
E-Mail ellen.alexander@montgomerycountymd.gov

Member: Ms. Bonnie Ariano
Organization MD Dept of Human Resources
Addr 1 311 W. Saratoga Street, 2nd Floor
Addr 2
Addr 3
City Baltimore **State** MD **ZIP** 21201-3521
Phone 410-767-7261 **Ext Fax** 410-333-0637
Job Title Special Assistant to Secretary
E-Mail bariano@dhr.state.md.us

Member: Ms. Barbara Bond
Organization Office of the Attorney General
Addr 1 200 Saint Paul Place, 20th Floor
Addr 2
Addr 3
City Baltimore **State** MD **ZIP** 21202-2021
Phone 410-576-6405 **Ext Fax** 410-576-7036
Job Title Executive Assistant
E-Mail bbond@oag.state.md.us

Member: Ms. Tammy M. Brown
Organization Governor's Office of Crime Control & Prevention
Addr 1 300 East Joppa Road, Suite 1105
Addr 2
Addr 3
City Baltimore **State** MD **ZIP** 21286
Phone 410-821-2828 **Ext Fax** 410-321-3116
Job Title Executive Director
E-Mail tbrown@goccp.state.md.us

Member: Chief Walter T. Coryell
Organization Community Resident
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MARYLAND STATE BOARD OF VICTIM SERVICES

2012

MEETING PLANNER

REGULAR MEETING LOCATION
 Anne Arundel County Police Department Headquarters
 8495 Veterans Highway, Millersville, Maryland 21108

STATE BOARD MEETING MONTH/DATE/TIME first Wednesday of the month	STATE BOARD MEETING IN-SESSION YES/NO	COMMITTEE MEETINGS IN-SESSION Held BEFORE or AFTER a State Board meeting	NOTES Committee Meetings/Presentations/ Member Report Outs/Events
January 4	NO	Legislative Committee	
February 1	YES		
March 7	YES		
April 4	NO		SUNDAY, APRIL 22 – SATURDAY, APRIL 28 NATIONAL CRIME VICTIMS' RIGHTS WEEK SUNDAY, APRIL 22: Maryland Regional Annual Memorial Services
May 2	YES		FRIDAY, MAY 4: Governor's Victim Assistance Awards Luncheon
June 6	NO		
July 11	YES		
August 1	NO		
September 5	YES		
October 3	NO		
November 7	YES		
December 5	NO	Grant Review Committee Meeting	

ATTENDANCE POLICY

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Attendance requirements set forth in State Government Article § 8-501 of the Annotated Code of Maryland **requires members to attend at least 50% of the meetings** during any consecutive 12-month period. The guidelines set forth by the Board in 1996 state that each Board member may send a designee in his/her place in case of the regular member's unavailability. It is also required that each member **must** notify the Board **in advance** of the meeting and in writing of a designee's attendance.

INCLEMENT WEATHER POLICY

In the case of inclement weather during the winter months, the Maryland State Board of Victim Services Board meetings will follow the emergency closing procedures of the Anne Arundel County school system.

If schools are delayed for any amount of time the Board meeting will still be held at 10:00 am.

For the most up to date Anne Arundel County Government and School Closing Delays information go to: <http://www.aacounty.org/weather/index.cfm>.

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B. Board Committees

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BOARD COMMITTEES

The committees will be developed on an as needed basis in order to do the work of the Board in conjunction with the Victim Services Coordinator. Decisions about which committees will be standing and which will be temporary will be determined by the Executive Committee and are subject to change as Board needs and projects are identified.

The following pages provide the current active committees of the Board as of September 2009.

**Maryland State Board of Victim Services
2012
STANDING COMMITTEES**

Executive Committee	
Board Members	Staff
VACANT, Chair	Anne Litecky
Barbara Bond (Vice-Chair) (Acting Chair)	
Ellen Alexander	
Kristen Mahoney (designee Ed Parker)	
Deborah Unitus	
The Honorable Frank Weathersbee	

MVOC Grant Committee	
Board Members	Staff
The Honorable Frank Weathersbee, Chair *AA	Anne Litecky *Howard
Barbara Bond *Baltimore County	Nakita Long *Pennsylvania
Jessica Dickerson *Baltimore City	
Patricia Marshall *AA	Five (5) Independent Reviewers
Kristen Mahoney *Baltimore City	
Kathleen O'Brien St. Mary's	
Margery Patten *Calvert	
Debra Tall *AA	
Deborah Unitus *AA	
Ginni Wolf *AA	
Jeanne Yeager *Kent	
*Jurisdiction where member resides- members are not allowed to vote on applications in jurisdiction of their residence or agency where they work.	

Public Awareness Committee	
Board Members	Staff
Deborah Unitus, Chair	Anne Litecky
Barbara Bond	
Linda Fleischer	
Patricia Marshall	
Margery Patten	
Johnny Rice	
Debra Tall	
Ginni Wolf	

Victim Rights Compliance Committee	
Board Members	Staff
Ellen Alexander, Chair	Shirley Haas, Vice-Chair
Barbara Bond	Anne Litecky
Chief Walter T. Coryell	
Rea Goldfinger	
Patricia Marshall	
Margery Patten	
Debra Tall	
The Honorable Frank Weathersbee	
*Debra Stanley: Chair RVAAMs oversight for professional development and the Certification and Standards Committee.	

Legislative Review Committee	
Board Members	Outside Participants
Barbara Bond, Chair	Anne Litecky (staff)
Ellen Alexander	Russell Butler
Kristen Mahoney	Michael Cohen
Patricia Marshall	Virginia Geckler
The Honorable Laura Martin	Lisae Jordon
Kathleen O'Brien	
Margery Patten	
Bonita Spikes	
Debra Tall	
Ginni Wolf	
Jeanne Yeager	

a. Executive

The role of the Executive Committee is to provide the leadership necessary for the full Board to accomplish its overall goals and achieve its mission. The Committee is comprised of the Chairs of Standing Committees. To provide this leadership, the responsibilities of the Executive Committee will include:

- Providing full Board members with relief from having to address routine administrative management of legislatively mandated Board responsibilities.
- Prioritizing emerging issues and concerns which require the full Board's attention at monthly Board meetings.
- Addressing emergency issues which require immediate response.
- Providing the full Board with a report of Executive Committee activities at each monthly Board meeting.
- Informing the full Board of all legislative actions, including national, which impact the Board's work, responsibilities, and/or mission.
- Providing support to Committee Chairs in accomplishing the committees' overall goals and work products and/or tasks through information, staff and resources.
- Working with the Executive Director of the GOCCP to ensure compliance of the Board's attendance policy, as is outlined in the State Board of Victim Services Policy and Procedure Manual.
- Working cooperatively with the Victim Services Coordinator to address questions or concerns from service providers, policy makers, private citizens, and victims in a timely fashion.

Also See Section II-D - Nominations, Roles, Responsibilities and Term of Service

b. Grant Review

The Governor's Office of Crime Control & Prevention is responsible for the fiscal administration of the MVOC Fund. The Executive Director of the Office is responsible for making recommendations to the Board for the award of grant funds. A copy of the Office's Grant Procedures for the MVOC Fund is attached.

The Grant Committee shall approve each grant application received by the Governor's Office of Crime Control & Prevention (GOCCP) before any money is released from the Fund. (Md. Code Ann. Criminal Procedure § 11-919 (c)) Grant Policies and Procedures may be found in the Notices of Funding Availability (NOFA's).



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WWW.GOCCP.ORG

Martin O'Malley
Governor

Anthony Brown
Lt. Governor

Kristen Mahoney
Executive Director

GRANT PROCEDURES

MARYLAND VICTIM OF CRIME FUND (MVOC)

LEGAL SERVICES FOR CRIME VICTIMS (LSCV)

Revised: January 7, 2010

01. Purpose

The purpose of these Procedures is to establish a process for the administration of grants from the Maryland Victims of Crime Fund.

The Maryland Victims of Crime (MVOC) Fund was created by the Maryland General Assembly during the 1991 Legislative Session. This legislation created a revenue source for programs throughout the State serving victims of crime. The statute, Maryland Annotated Code, Courts and Judicial Proceedings Article §7-409 defines the Judiciary's ability to impose a fine of which a portion is disbursed to the MVOC Fund. Monies from the MVOC Fund are appropriated in grants for the development of new crime victim/witness programs and the enhancement of existing programs.

The MVOC Fund was established to carry out Article 47 the Maryland Declaration of Rights for crime victims. The MVOC Fund may pay for the administrative costs of the Fund, and the State Board shall administer the Fund. Maryland Annotated Code, Criminal Procedure, §11-916-§11-918.

The Legal Services for Crime Victims (LSCV) Fund was created by the Maryland General Assembly during the 2007 legislative session under §17-317 of the Commercial Law Article. The Department of Parole and Probation (DPP) and Department of Juvenile Services (DJS) collect court ordered restitution from adult defendants and juvenile respondents for subsequent distribution to crime victims. When the victim(s) cannot be located, the unclaimed restitution goes into the LSCV fund. If a victim entitled to restitution that has been treated as abandoned property under § [11-614 of the Criminal Procedure Article](#) is located after the money has been distributed under this paragraph, the Administrator shall reduce the next distribution to the MVOC Fund by the amount recovered by the victim. The first year of funding was awarded in Fiscal Year 2010 for one grant project.

The State Board's duties are outlined in Criminal Procedure §11-914.

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The establishment of and procedures for administering the grant program within GOCCP are set forth in Criminal Procedure §11-919.

02. Objective

The MVOC Fund shall be used for the purpose of treating and assisting crime victims and witnesses as cited in the noted statute, in addition to other laws adopted to benefit victims and witnesses of crime. Disbursements from the MVOC Fund shall supplement and may not be a substitute for any State, local government, or other funds for assistance to crime victims or witnesses existing as of July 1, 1991.

The LSCV Fund shall be used to provide legal representation for crime victims in the criminal court system

03. Definitions

Within these Regulations, the following terms have the meanings indicated:

"State Board" means the State Board of Victim Services.

"Fund" means the Maryland Victims of Crime Fund established under Maryland Annotated Code, Criminal Procedures Article §11-916.

"GOCCP" means the Governor's Office of Crime Control & Prevention.

"Provider" means any non-profit organization, or program, or state and local agency that provides services to crime victims or witnesses.

"Crime" means conduct that is a crime under the laws of this State or federal law or would be considered a crime except for the fact that the perpetrator was found to be not criminally responsible or not competent to stand trial.

"Crime Victim" means an individual who suffers direct or threatened physical, emotional, or financial harm as a result of a crime and includes family members of a minor, incompetent, or a homicide victim.

"Witness" means any person who is or expects to be a witness in a criminal trial to be held in a Maryland court or in a court in the federal district for Maryland.

"Family Member" means spouse, child, sibling, parent, or legal guardian.

"Independent Grant Reviewers" mean individuals acceptable to GOCCP who are free of any actual or perceived conflicts of interest, and who have signed GOCCP's Absence of Conflict of Interest, Confidentiality and Ethics Form.

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04. Eligible MVOC and LSCV Grantees

The following entities in the State of Maryland are eligible to apply for grants from the MVOC and LSCV fund:

- 1) State government agencies,
- 2) Local government agencies,
- 3) Private non-profit agencies, or
- 4) State Board of Victim Services.

05. Eligible Use of Funds

1) MVOC Funds provide:

A. Support for referral services, victim advocacy programs, crisis intervention, and

other counseling and therapy services directly related to the criminal act.

These

include, but are not limited to:

- Child victims
- Survivors of homicide victims
- Provision of crisis hot-lines,
- Provide victims of sexual assault with services appropriate to their special needs,
- Provide victims of domestic violence with services appropriate to their specific needs, and
- Provide elderly victims of crime with services appropriate to their special needs.

B. Promulgation of victims issues through such devices as seminars, training for law enforcement agencies and the judiciary and any other function necessary for the betterment of service to providers and criminal justice agencies.

C. Provide assistance to victims in preparing compensation claims to the Criminal Injuries Compensation Board and to other government benefit programs.

D. Provide facilitation for all court matters related to the criminal act. Provide liaison with police departments and State's Attorneys' offices, including case status information.

2) LSCV Funds may be used for the following purposes:

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- A. To provide legal representation for crime victims in the criminal court system.
- B. To provide legal counsel to victims of crime and delinquent acts and to protect the victims' rights as provided by law.

06. MVOC/LSCV Budget Preparation

Funding for the MVOC grant program is predicated on annual court revenues generated from offender fines. Funding for the LSCV grant program is generated from unclaimed restitution from the Division of Parole and Probation and the Department of Juvenile Services.

- Step 1. The Chief of Budget and Finance (CBF) of GOCCP will advise the Executive Director of GOCCP of the amount of funding available for the MVOC and LSCV grant programs.
- Step 2. The CBF will meet with the State Victim Services Coordinator (State Coordinator) to review the upcoming MVOC and LSCV recommended budgets for the pending Notices of Funding Availability (NOFAs). The budget review will include: a budget for first year MVOC NOFA with consideration for the pending 2nd and 3rd year continuation grant applications; and a budget for LSCV NOFA based on revenue from unclaimed restitution.
- Step 3. The State Coordinator and/or Program Assistant will proceed with preparing a DRAFT MVOC and LSCV NOFAs consistent with funding availability.

07. **NOFA Publication Procedure**

- Step 1. The State Coordinator and/or Program Assistant will write a DRAFT NOFA based on the criteria and requirements of the funding source and shall solicit feedback from the State Board.
- Step 2. The DRAFT NOFA will be reviewed by GOCCP's Quality Assurance Manager; the Deputy Director of Administration, the Deputy Director of Operations; and the Director of Information Technology. All recommended edits will be made in ink on the hard copy. Each person is required to sign or initial the edit cover sheet after they have completed their review.
- Step 3. The DRAFT NOFA, including any edits, will be forwarded to the Executive Director for final approval. Any edits made by the Executive Director will be made and the final hard copy of the NOFA will be sent to the Webmaster for posting on the GOCCP Website.
- Step 4. NOFAs will be posted on the GOCCP website prior to the Technical Assistance Training so that applicants have time to review the requirements and bring any materials and/or questions to the training.

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Step 5. The State Coordinator and/or Program Assistant will create or revise the scoring documents to be used by the Grant Committee and Grant Reviewers during the grant review process.

08. NOFA Posting & Application Process

- 1) The GOCCP will post on the GOCCP Website a Notice of Funding Availability (NOFA) six (6) weeks prior to the grant application closing date.
- 2) The following information will be included in the NOFA:
 - A) Eligibility Requirements;
 - B) Priority and purpose areas for funding;
 - C) Maximum grant award amount;
 - D) Closing/due date and time for submission of the grant applications; and
 - E) Length of grant cycle.
- 3) Questions regarding the application process should be made to GOCCP by telephone or in writing to: Governor's Office of Crime Control & Prevention, Attn: State Victim Services Coordinator, 300 East Joppa Road, Suite 1105, Baltimore, Maryland 21286. Phone: (410) 821-2828 Fax: (410) 339-3467
- 4) The GOCCP may provide a Technical Assistance training session to help potential applicants complete and submit their applications.

09. Grant Reviews

Objective: As the agency that administers the MVOC and LSCV grant programs, and as the agency charged with adopting guidelines relating to the administration of these programs, and as the State Administering Agency (SAA) for a variety of other state and federally funded grant programs, it is a fundamental goal of GOCCP to ensure a fair, open and impartial grant review process consistent with Maryland's ethics laws for all grant programs. This process will involve the use of the State Board's Grant Committee members in addition to independent grant reviewers comprised of persons selected for their neutrality and expertise in a field relative to the funding source and its programmatic requirements, or in the area of grants administration. The role of the Grant Committee is to use the established criteria to evaluate the applications that are submitted and make recommendations to the Executive Director of GOCCP.

- The State Coordinator with guidance from GOCCP and the State Board Grant Committee chair will solicit independent, qualified grant reviewers who meet ethical and legal requirements to participate in the grant review process and agree to abide by the regulations described in this document. The Grant Committee will consist of Committee members and independent grant reviewers. GOCCP will coordinate all grant applications submitted to GOCCP for the MVOC or the LSCV program.

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- The State Coordinator will facilitate the review process by: 1) mailing out the applications to grant reviewers; 2) assisting the Grant Committee chair with convening and leading the meeting; 3) ensuring that all reviewers understand the review process and sign GOCCPs *Absence of Conflict of Interest and Confidentiality Statement* prior to reviewing applications; 4) ensuring that all other aspects of this Policy are followed.
- Grant Reviewers may not be employed by or associated with the Applicant or Implementing Agency on any of the applications which they are reviewing.
- Grant Reviewers will not review applications from the jurisdictions where they reside.
- The GOCCP and the State Coordinator will strive to select qualified Grant Reviewers who represent the State's victims' geographic and demographic diversity.
- Each grant application submitted to GOCCP for funding under either the MVOC or the LSCV programs will be assigned to three (3) grant reviewers. The Grant Committee members reviewing applications will consist of State Board members and independent grant reviewers.
- The State Coordinator or his/her designee will subsequently convene a Grant Committee meeting to be attended by all grant reviewers. The grant reviewers will be required to bring their applications and score sheets to that session. During the group session, the grant reviewers will meet as a group and review their scores while a composite score sheet may also be completed for each application.
- The State Coordinator or his/her designee will compile the scoring results and present them to the Executive Director for review.
- Once the Grant Review process has been completed and the results have been presented to the Executive Director for final review and approval, the Executive Director will present those results to the full State Board for approval.

10. Procedures for Non-Funded Programs

- 1) Applicants who are not recommended for funding will have the opportunity to receive an explanation from GOCCP.
- 2) The request for an explanation must be made in writing within thirty (30) days of receiving notification of denial for funding.

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- 3) The explanation provided will be based on a summary of the comments made by the grant reviewers and a final score for the grant application.

11. Grant Application Process for Continuation Grants

- 1) Continuation of grants after the initial grant year has expired is contingent on the revenue base in the Fund. Applicants may apply for up to two (2) years of continuation grant funding.
- 2) If revenues are available for continuation funding, an applicant will be notified of their eligibility to be considered for continuation funding.
- 3) MVOC grantees are eligible to receive up to seventy-five percent (75%) of the original award amount in the second year; and up to fifty percent (50%) of the original award in the third year.
- 4) In addition to funding availability, the following criteria will also be considered when evaluating continuation requests:
 - Submission of timely and accurate reports during prior years;
 - Compliance with GOCCP's General and Special Conditions during prior years;
 - The grant recipient's success in achieving stated goals and objectives; and
 - Any other information that GOCCP considers relevant.
- 5) The State Coordinator will present the considerations for continuation funding to the Executive Director and the Executive Director will make the final decision.
- 6) The Executive Director will present the final decisions to the full State Board. State Board suggestions will be considered by the Executive Director prior to a final decision.

12. Grant Monitoring and Award Disbursement

- 1) All MVOC and LSCV grants will be assigned to GOCCP regional monitors for monitoring consistent with GOCCP's standard grant monitoring practices. The State Coordinator and/or Program Assistant within GOCCP will be available to consult with monitors as needed.
 - A. Each grant recipient shall keep records of activities funded by and expenditures of grant monies in order to verify the purpose for which the monies were expended. The grant recipient shall make those records, documents, receipts and other evidence of all expenditures and program activities available to GOCCP for inspection upon request.

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- B. Monitoring may occur at any time during the grant period at the discretion of the GOCCP or the State Board.
- C. Acceptance of all awards by a grant recipient shall constitute consent to all General and Special Conditions set for in the grant award.
- D. The GOCCP may suspend disbursements or terminate a grant for non-compliance.

2) Grant funds will be disbursed on a quarterly reimbursement basis.

13. Grant Awards Terms and Conditions

- 1) Grantees will be required to comply with all of GOCCP's General Grant Conditions and any other Special Conditions imposed at the discretion of GOCCP.

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**Maryland State Board of Victim Services
Grant Committee**

Policy and Procedure

1. The Grant Committee will utilize one committee member and two independent reviewers for each grant *Application Score Sheet* to make award recommendations to the full State Board, who will vote in favor or against the Committee's recommendations.
2. Grant committee members will annually create and/or review Maryland Victims of Crime (MVOG) and Legal Services for Crime Victim (LSCV) funding NOFA requirements, *Grant Review Score Sheets*, priorities, eligibilities, etc. with a full State Board majority vote approval. This ensures best practices and good policy for grantees.
3. GOCCP grant policies and procedures will be included and sustained as an integral portion of the MVOG and LSCV NOFAs.
4. GOCCP staff may screen out applications that do not comply with the basic NOFA requirements prior to grant reviews.
5. Victim Services Coordinator (VSC), with the assistance of the State Board and GOCCP is responsible for recruiting independent grant reviewers. At least two independent reviewers and one Grant committee member will review each application. All Reviewers are required to honor GOCCP Grant Review policies and procedures by signing *Grant Review Statement of Compliance and Absence of Conflict of Interest and Confidentiality Statement* documents.
6. Review teams consisting of two independent reviewers along with one Grant committee member will review MVOG and LSCV applications utilizing the State Board approved *Score Sheet*. Once all grant reviewers have completed the review and scoring, the review teams will meet in their groups of three (via teleconference or in person) and discuss their common applications. The group of three reviewers will then come to a consensus on one final score sheet for each application.
7. The final score sheets will go to the Grant committee members who will review the scores, discuss and recommend awards and denials. The Committee shall ensure that State Board and GOCCP priorities and requirements are upheld in each recommendation to GOCCP. The top scoring applications are selected for awards by the committee members and forwarded to GOCCP Executive Director or Deputy Director for approval. A few select applications will be brought and shared with committee members at the meeting.
8. Finally, the State Board will render a majority vote and final approval of the recommended grant awards (preferably in an open meeting) will go to the Executive Director for a final approval, before the letters of intent and denial are mailed to the applicants.

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Governor's Office of Crime Control & Prevention
PEER REVIEW MEMBER

Absence of Conflict of Interest and Confidentiality Ethics Form

The undersigned reviewer hereby represents that he/she has received a copy of, read and understands, the Governor's Office of Crime Control and Prevention (GOCCP) Conflict of Interest and Confidentiality Policy and, to the best of his/her knowledge, information and belief, the grant applications that have been assigned to him/her for review do not present a conflict of interest and that he/she will disassociate himself/herself from any consideration that presents any conflict of interest status. Specifically, the undersigned represents that none of the applications he or she has been asked to review or assess requested funding:

1. For a personnel position that is, would be, or could be intended to be, held by the person, a member of their immediate family, or an employee or business associate of the person;
2. For goods, services or property that would be, or could be intended to be, supplied by the person, a member of their immediate family, or an employee or business associate of the person, or by a business entity in which the person has a financial interest;
3. That directly or indirectly benefits any organization, agency or business entity in which the person, a member of their immediate family, or an employee or business associate of the person has any financial interest or serves as an officer, director, trustee, partner, stockholder or employee.

The undersigned further represents that he/she will not participate in the review or assessment of an application for a grant administered by GOCCP if that application is from:

1. Any agency, organization, or business entity in which the person is seeking or negotiating employment;
2. Any unit of the government of the political sub-division or municipality where the person maintains his residence or principle place of business.

The undersigned acknowledges his/her continuing obligation to disclose any actual or potential conflict of interest as soon as it is known or reasonably should be known and represents he/she will do so in writing in the event such conflict arises subsequent hereto.

Moreover, the undersigned reviewer declares and affirms that he/she will keep the content of any discussions related to the review of the grant applications strictly confidential and will not, except as required by State law, use or disclose any information regarding the applications to any party without the prior written authorization of the applicants.

Signature: _____ **Date:** _____

Printed Name: _____

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**Governor's Office of Crime Control & Prevention
PEER REVIEW MEMBER**

GRANT REVIEW STATEMENT of COMPLIANCE

I have received, and carefully read, the Governor's Office of Crime Control and Prevention's (GOCCP) grant review policy, Directive 001-2004 "Grant Review Statement of Compliance", and the "Absence of Conflict of Interest and Confidentiality Ethics Form", and have considered not only the literal expression of the policy, but also its intent. By signing this statement of compliance, I hereby affirm that I understand and agree to comply with the "Absence of Conflict of Interest and Confidentiality Ethics Form" and the "Grant Review Statement of Compliance."

I further certify that in the event an actual or potential conflict, confidential, or ethical, situation arises in the future, I will promptly and fully disclose such conflict in writing to the appropriate GOCCP Program Manager, or board or committee Chairperson.

Name of current employer: _____

Address: _____

Employer's Phone: _____ Email: _____

Funding sources to be reviewed (e.g. BJAG, VAWA): _____

Reviewer Name

Reviewer Signature

Date

**Maryland Victims of Crime (MVOC) Fund
Fiscal Year 2013
Notice of Funding Available (NOFA)**

See Insert

www.goccp.maryland.gov

**Legal Services for Crime Victims (LSCV)
Fiscal Year 2013
Notice of Funding Available (NOFA)**

See Insert

www.goccp.maryland.gov



Governor's Office of Crime Control & Prevention
Maryland State Board of Victim Services
MARYLAND STATE VICTIMS OF CRIME (MVOC) FUND
Grant Program

APPLICATION EVALUATION

Please read the attached application and score the applicant's proficiency in meeting the criteria provided per category. Categories are worth a maximum of 5, 15 or 20 points. The total possible score is 100. When you have completed the scoring process, in the space provided on the last page please add the composite score and any comments on why the applicant has or has not met the category requirements, and whether or not the applicant can implement the program successfully. Thank you for sharing your time and expertise.

Section I:

Reviewer: _____ Date: _____

Application Number: _____

Applicant Name: _____

Implementing Agency: _____

Jurisdiction (County): _____

Project Title: _____

Section II: Application Rating

*This section to be completed after completing Section III

Criteria	Rating	Score
Problem Statement/Needs Justification	0-15	
Description of Goals/Objectives	0-12	
Methods of Reaching Objectives	0-15	
Project Effectiveness	0-15	
Organization Management Capabilities/Cooperating Agencies	0-15	
Project Evaluation	0-6	
Project Sustainability	0-6	
Budget	0-16	
Total	100	

Recommend Full Funding

Recommend Partial Funding

Do not Recommend Funding

Section III: Evaluation

1. Problem Statement/Needs Justification (15 points)

Criteria	Not Responsive (Info not provided)	Minimally Responsive (Lacks sufficient information)	Marginally Responsive (Requires clarifications or more info)	Responsive (Proposal clear, needs minor revisions)	Most Responsive (Proposal is well conceived and thoroughly developed)
	Points 0	Point 1	Points 1.5	Points 2	Points 3
Applicant has provided a detailed description of the project, problem and the associated services that will be offered to address the problem. Description clearly defines: who, what, when where, and how?					
Does the applicant provide supporting data and/or research that relates to the problem?					
Applicant has provided a detailed description of how the proposed services will resolve the identified needs of the targeted population. Described target population?					
Described geographic location?					
Applicant has clearly identified through documentation that the proposed services are justified and needed by the affected population to be served.					

Total: _____

2. Description of Goals/Objectives

(12 pts.)

Criteria	Not Responsive (Info not provided)	Minimally Responsive (Lacks sufficient information)	Marginally Responsive (Requires clarifications or more info)	Responsive (Proposal clear, needs minor revisions)	Most Responsive (Proposal is well conceived and thoroughly developed)
	Points 0	Point 1	Points 2	Points 3	Points 4
Does the project meet the eligibility criteria as described in the NOFA?					
Are the goals & objectives clearly defined and attainable? Will they help in addressing the problem?					
Does the project demonstrate how it will improve or enhance the availability of direct services to crime victims and their families?					

Total: _____

3. Methods of Reaching Objectives

(15 pts.)

Criteria	Not Responsive (Info not provided)	Minimally Responsive (Lacks sufficient information)	Marginally Responsive (Requires clarifications or more info)	Responsive (Proposal clear, needs minor revisions)	Most Responsive (Proposal is well conceived and thoroughly developed)
	Points 0	Points 1 to 2	Points 2 to 3	Points 3 to 4	Points 5
Applicant has described well-planned strategies for reaching objectives, including how the work will be organized, and the manner in which responsibility will be assigned.					
Applicant has included research or experience which demonstrates the proposed impact of the program activities on the outcomes.					
Applicant has demonstrated major activities in a projected work plan schedule					

Total: _____

4. Project Effectiveness /Performance Measures

(15 pts.)

Criteria	Not Responsive (Info not provided)	Minimally Responsive (Lacks sufficient information)	Marginally Responsive (Requires clarifications or more info)	Responsive (Proposal clear, needs minor revisions)	Most Responsive (Proposal is well conceived and thoroughly developed)
	Points 0	Point 1	Points 1.5	Points 2	Points 3
Applicant references similar projects which have proven successful or effective.					
Applicant provides defined, specific performance indicators (measures/criteria) for each project objective.					
Each performance measure helps to verify an anticipated accomplishment.					
The expected outcomes are observable, measurable, and evaluate the impact of the services provided.					
Outputs correspond with job descriptions and description of program activity in project narrative.					

Total: _____

5. Organization Management Capabilities/Cooperating Agencies (15 pts.)

Criteria	Not Responsive (Info not provided)	Minimally Responsive (Lacks sufficient information)	Marginally Responsive (Requires clarifications or more info)	Responsive (Proposal clear, needs minor revisions)	Most Responsive (Proposal is well conceived and thoroughly developed)
	Points 0	Point .5	Points 1	Points 2	Points 3
Managerial experience of the applicant has been described. Project management structure is clearly defined.					
Each key staff member is identified by name, qualifications, relevant experiences, specific tasks for which they are responsible, and a written job description for each position paid or non-paid.					
Organization demonstrates record of providing effective services to the population.					
Is the project collaborative? If so, is the role of each organization described in detail? Has the applicant described how objectives will be completed through multi-disciplinary collaboration?					
If partnerships with other agencies are noted, there is a description of the partnership with evidence of support.					

Total: _____

6. Project Evaluation

(6 pts.)

Criteria	Not Responsive (Info not provided)	Minimally Responsive (Lacks sufficient information)	Marginally Responsive (Requires clarifications or more info)	Responsive (Proposal clear, needs minor revisions)	Most Responsive (Proposal is well conceived and thoroughly developed)
	Points 0	Point .5	Points 1	Points 1.5	Points 2
Does the application include a detailed before/after comparison of baseline data provided in the Statement of the Problem.					
Does applicant outline an internal evaluation strategy to assess the impact and effectiveness of the project before and after implementation?					
Does this strategy include collecting and maintaining data that measures the success and failures of efforts?					

7. Project Sustainability

(6 pts.)

Criteria	Not Responsive (Info not provided)	Minimally Responsive (Lacks sufficient information)	Marginally Responsive (Requires clarifications or more info)	Responsive (Proposal clear, needs minor revisions)	Most Responsive (Proposal is well conceived and thoroughly developed)
	Points 0	Point .5	Points 1	Points 2	Points 3
Applicant has described in detail a plan of action to continue financing the project when grant funds are terminated.					
Applicant has demonstrated an organization record that documents the ability to provide effective and consistent services to the population.					

Total: _____

8. Budget/Fiscal Management (16 pts.)

Criteria	Not Responsive (Info not provided)	Minimally Responsive (Lacks sufficient information)	Marginally Responsive (Requires clarifications or more info)	Responsive (Proposal clear, needs minor revisions)	Most Responsive (Proposal is well conceived and thoroughly developed)
	Points 0	Points 1	Points 2	Points 3	Points 4
Rate the budget on appropriateness and cost effectiveness					
Is the budget reasonable and consistent with the level of effort?					
Is the match identified in line items and the budget justification?					
Are line items appropriately broken down and are the associated narrative justifications included for both federal funds and match requirements?					

Total _____

Final Comments:

Signature: _____

Application Number: 20__-MV-_____

Grant Number: MVOC-20__-_____

Maryland State Board of Victim Services
Grant Committee
MVOC FY 20___

Grant Application Board Approval Form

Implementing Agency/Organization:

Year Requesting Funding: FY 20__

Total Amount Requesting: \$ 35,000.00

Total Amount Awarded: \$ _____

Check One Box:

- Approve Funding
- Approve Funding Pending Conditions Listed Below
- Not Approved Funding

Comments:

The Honorable Frank R. Weathersbee, Chair _____ .

Signature

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Maryland State Board of Victim Services
Grant Committee

LSCV FY 20__

Grant Application Board Approval Form

Implementing Agency/Organization:

Year Requesting Funding: FY 20__

Total Amount Requesting: \$ 75,000.00

Total Amount Awarded: \$ _____

Check One Box:

- Approve Funding
- Approve Funding Pending Conditions Listed Below
- Not Approved Funding

Comments:

The Honorable Frank R. Weathersbee, Chair _____

Signature

c. Public Awareness

The purpose of the Public Awareness Committee is to create public and crime victim awareness in the State of Maryland. As a standing committee for the State Board of Victim Services, the Committee informs citizens: to know that the Board is the state's voice for all victims of crime, and that crime victims have many services and rights under Maryland law. Included in the Board's services and events for crime victims are: Victim Information and Notification Everyday, VINE, The Maryland Victims of Crime Fund; The Statewide Memorial Service; The Governor's Award Luncheon; The Victim Assistance Academy; and the Compliance Line.

d. Victim Rights Compliance

See Tab 6 - Compliance Initiative

e. Legislative Review

The Legislative Committee is charged with establishing legislative priorities, reviewing proposed legislation and making recommendations to the full Board for support or opposition. The Full Board and/or individual members may vote to support, oppose or abstain from voting. A Board letter of support or opposition may be sent to the MD General Assembly and the Legislative Committee shall strive to keep the Board informed during the General Assembly Session.

Legislation

Pursuant to the legislation establishing the State Board of Victim Services, the Board has the power and authority to advise the Governor on the needs of victims. The Board agrees to take no position on pending legislation as a separate entity.

When relevant proposed victim legislation is brought before the Board, they will adhere to the formal policies and procedures of other State agencies in advising the Governor. The Executive Director will advise and assist the Board in following these policies and procedures.

Maryland State Board of Victim Services
Legislative Committee - Policy Priorities / “Footprints”

1. ENSURE VICTIMS’ RIGHTS AND SERVICES AND THEIR ENFORCEMENT AS PROVIDED FOR UNDER THE MARYLAND CONSTITUTION, MARYLAND STATUTES AND COURT RULES

In 1994, Maryland enacted a state Constitutional Amendment for Victims' Rights. The Amendment was passed by 92% of voters.

ARTICLE 47

(A) A victim of crime shall be treated by agents of the state with dignity, respect, and sensitivity during all phases of the criminal justice process.

(B) In a case originating by indictment or information filed in a circuit court, a victim of crime shall have the right to be informed of the rights established in this article and, upon request and if practicable, to be notified of, to attend, and to be heard at a criminal justice proceedings, as these rights are implemented and the terms "crime", "criminal justice proceeding", and "victim" are specified by law.

(C) Nothing in this Article permits any civil cause of action for monetary damages for violation of any of its provisions or authorizes a victim of crime to take any action to stay a criminal justice proceeding.

In an effort to further the intent of the Maryland citizenry in the amending of Maryland’s Constitution, and in concert with the various implementing statutory provisions and Maryland Rules impacting crime victims rights and services, the Maryland State Board of Victim Services (MSBSV) will carefully review and consider any legislation which has the potential to support and enforce the rights provided to victims of crime. The MSBSV supports legislation which seeks to ensure that all victims of crime, including survivors of homicide victims and others who represent victim interests, are treated with dignity and respect by the criminal justice system. Legislation which provides mechanisms and safeguards which aid in the enforcement of the rights of victims of crime is also a priority of MSBVS. As well, the MSBVS supports legislative efforts which seek to address diversity in culture, gender, faith, ethnicity, sexual orientation, age, and race.

2. ACCELERATE PROSECUTION AND CLOSURE RATES

The Maryland State Board of Victim Services supports legislation and public policies which will improve the efficiency of the criminal justice system so that offenders can be more swiftly identified, apprehended, prosecuted, sentenced, and supervised in a manner that is clear and understandable to victims. The focus areas of improved efficiency include, but are not limited to, new offenses, enhanced penalties and additional resources such as technology, for the courts, law enforcement, prosecution, corrections, and offender supervision.

3. ENSURE RIGHTS AND ENFORCEMENT OF RIGHTS TO ALL VICTIMS OF CRIME

All victims of crime should be treated with dignity and respect by the criminal justice system and should www.goccp.maryland.gov

have access to the support services that they need and deserve in order to rebuild their lives. The MSBVS is dedicated to ensuring compliance with victims' rights, believing that all crime victims should have their statutory and constitutional rights honored and enforced. When those rights are endangered, challenged or denied, victims should have access to legal services, including representation to seek enforcement of their rights or a remedy. In addition, the MSBVS supports and encourages agencies to implement policies that do more than that required by law to keep victims and their representatives informed of the status of their cases.

4. RESTITUTION

All victims of crime have the right to receive financial reimbursement for their expenses and losses caused by crime; financial reimbursement to crime victims is a priority that reflects the appropriate treatment of victims of crime. Recognizing also the restorative principle that holds offenders accountable for victim restitution, the MSBVS supports ensuring that to the extent possible and in accord with restorative justice principles, offenders pay full and timely restitution to the victim, or the person paying for the victim, and that ordered restitution is, as a priority by policy and law, promptly collected and distributed by the justice system to the benefit of victims.

5. INCREASE SAFETY FOR CRIME VICTIMS AND WITNESSES

The MSBVS supports legislation intended to ensure the safety of crime victims and witnesses and the protection of victims, including those who are harassed, stalked, intimidated, or whose safety is threatened.

6. SECURE RESOURCES FOR ALL VICTIMS OF CRIME

Resources for victims of crime are insufficient to meet the substantial and complex needs of crime victims. Resources allocated must be directed to effective efforts that directly serve the needs of victims in Maryland. As such, the MSBVS supports legislation which responsibly and creatively secures and expands funding for victims as well as legislation that streamlines local and State operations so that they can be more efficient and effective. The MSBVS is committed to ensuring that all victims, regardless of location, have access to services that respond to their individual needs and the type of crime committed against them.

7. SECURE AND EXPAND COMPENSATION FOR CRIME VICTIMS

The MSBVS supports legislative efforts to ensure that all victims and other eligible claimants receive prompt compensation, to ensure adequate funding for the Criminal Injuries Compensation Board; and to expand compensation benefits and recipient eligibility commensurate with additional funding.

8. TRAINING REGARDING VICTIMS' RIGHTS AND SERVICES

Training of those involved in the justice system should include victims' rights and services. The MSBVS supports efforts to ensure that criminal justice professionals receive adequate training for appropriately assisting crime victims.

Maryland State Board of Victims Services
BILL REVIEW FORM

TITLE:
PROPOSED CHANGE:

IMPACT:

Y N

- 1. Fits One or More MSBVS Policy Priorities
 - Restitution
 - Compliance
 - Resources
 - Compensation
 - Safety
 - Prosecutions & Closures

- 2. Can *Only* Be Addressed through Statutory Change
- 2. Can be Supported with Data, Research, Other States' & Victim Experience
- 3. Draft Available
- 4. Lead Group Identified _____
- 5. Approval of Relevant Expert Advocacy Group
- 6. Statewide Applicability
- 7. Reasonable Expectation of Success
 - 8. Fiscal Impact High Medium Low
 - 9. Anticipated Support:
 - 10. Anticipated Opposition:
 - 11. Possible Sponsors:

NO POSITION

SUPPORT

Oral	Written	Oral	Written

OPPOSE

Maryland State Board of Victims Services
BILL REVIEW FORM

Consideration of Legislative Proposals:

Proposed legislation must meet at least one policy priority and satisfy the criteria listed above. A draft of the legislation must be available so that actual language can be reviewed. Before a bill is recommended to the Board, Committee members shall identify:

- The problem and why the proposed legislation will solve it.
- Statewide application, workability in every jurisdiction.
- Benefits, unintended consequences, anticipated problems, objections.
- How the law will work if passed.
- Data, research, other states' experience, potential victim testimony.

Determination of Level of Support or Opposition:

After thorough examination of the bill, committee members shall ensure that the timeline necessary for support or opposition is realistic and that the level of support requested is reasonable. The Committee shall submit solid recommendations to the Board for a vote. Concurrence requires a majority of the membership. Bills may be vetted between regular Board meetings and decisions may be reached via conference calls and e-mails.

**Maryland State Board of Victim Services
2012
AD HOC COMMITTEES**

Board Nominations Committee	
Board Members	Staff
Debra Tall, Chair	Anne Litecky
Jessica Dickerson	
Deborah Unitus	
Jeanne Yeager	

Governor's Victim Assistance Awards Luncheon Special Events Committee (Ad Hoc)	
Board Members	Staff
Debra Tall, Chair	Anne Litecky
Barbara Bond	Nakita Long
Chief Walter Coryell	
Jessica Dickerson	
Cortney Fisher	
Patricia Marshall	
Margery Patten	
Bonnita Spikes	
Debra Tall	
Deborah Unitus	
Ginni Wolf	

Memorial Services Special Events Committee (Ad Hoc)	
Board Members	Staff
Patricia Marshall, Chair	Anne Litecky
Bonnita Spikes	Nakita Long
Debra Tall	Outside Participants
	Rev. Wayne Price

VINE Committee (Ad Hoc)		Est. 1/4/2006
Board Members	Staff	
Ginni Wolf, Chair	Anne Litecky (Staff)	
Patricia Marshall	Outside Participants	
Margery Patten	Russell Butler	
Debra Tall	Debra Neighoff	
Deborah Unitus		

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C. RESPONSIBILITIES OF STATE BOARD STANDING COMMITTEE AND SUBCOMMITTEE CHAIRS

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RESPONSIBILITIES OF STATE BOARD STANDING COMMITTEE AND SUBCOMMITTEE CHAIRS

The committees will be developed on an as needed basis in order to do the work of the Board in conjunction with the Victim Services Coordinator. Decisions about which committees will be standing and which will be temporary will be determined by the Executive Committee, and are subject to change as Board needs and projects are identified.

The following pages list the current active committees of the Board as of September 2009.

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RESPONSIBILITIES OF STATE BOARD COMMITTEE CHAIRS SUBCOMMITTEE CHAIRS AND COMMITTEE MEMBERS

It is requested that every Board member serve on one committee of the full Board. Volunteer service should be based upon the member's interests and qualifications, as well as the needs of the Board.

Upon appointment, Committee Chairs and members will have the following responsibilities:

1. Identify the goals of the committee;
2. Assess the current status of the committee; (Examples: web site status, media contacts & sample press releases as needed, video to create public awareness of Board, etc.);
3. Identify priorities and deadlines;
4. Assign specific tasks to committee members with a reporting deadline;
5. Chair is responsible for convening meetings as necessary;
6. Chair is responsible for presenting a progress report to the full Board;
7. Chair and members must notify the Board Chair and the Governor's Office of Crime Control & Prevention, State Victim Service Coordinator when they are not able to serve.

Note: Active Non-Board members may serve as Subcommittee Chairs and on committees.

Contact Information:

Chair:	Ellen Alexander	240-773-5626 ellen.alexander@montgomerycountymd.gov
Victim Service Coordinator:	Anne Litecky	410-821-2840 1-877-687-9004 alitecky@goccp.state.md.us

H:\AnneMarieUSE\MVOC\Manual\Responsibilities of State Board Committee Chairs.doc

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D. NOMINATIONS, ROLES, RESPONSIBILITIES AND TERM OF SERVICE

THE ROLE OF THE EXECUTIVE COMMITTEE

The role of the Executive Committee is to provide the leadership necessary for the full Board to accomplish its overall goals and achieve its mission. To provide this leadership, the responsibilities of the Executive Committee will include:

- . Providing full Board members with relief from having to address routine administrative management of legislatively mandated Board responsibilities.
- . Prioritizing emerging issues, fiscal matters and concerns which require the full Board's attention at monthly Board meetings.
- . Addressing emergency issues which require immediate response which may not allow the convening of a full Board meeting.
- . Providing the full Board with a report of Executive Committee activities at each monthly Board meeting.
- . Informing the full Board of all legislative actions, including national, which impacts the Board's work, responsibilities, and/or mission.
- . Providing guidance, information and resources to Committee Chairs for the purpose of goals and work products and/or tasks through information, staff and resources.
- . Working with the Executive Director of the GOCCP to ensure compliance of the Boards' attendance policy, as is outlined in the State Board of Victim Services Policy and Procedure Manual.
- . Working cooperatively with the Victim Service Coordinator to address questions or concerns from service providers, policy makers, private citizens, and victims in a timely fashion.

RESPONSIBILITIES OF INDIVIDUAL EXECUTIVE COMMITTEE MEMBERS

The following outlines a draft of proposed responsibilities for each of the Executive Committee member's position. Proposed responsibilities of the positions include:

Chairperson

- . Presides over all scheduled monthly Board and Executive Committee meetings.
- . Reports outcome of matters brought before the Executive Committee to the full Board at monthly Board meetings.
- . Coordinates with Committee Chairs to oversee long range committee planning and implementation activities and strategies.
- . Works cooperatively with the Executive Director of GOCCP policy matters involving full Board activities, roles and responsibilities.
- . Assigns appropriate Executive Committee members with tasks necessary to facilitate the full Board's decision-making and long-term strategic planning.
- . Initiates emergency meetings of the Executive Committee, and where necessary, of the full Board.

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Vice-Chairperson

. Presides over all meetings of the Board, including the Executive Committee, in the absence of the Chairperson.

. Assumes all other responsibilities of the Chairperson in the Chairpersons absence, where appropriate.

. Serves the unexpired term of the Chairperson in conjunction with the Executive Committee until a new Board Chair is named by the Governor.

Executive Director of the Governor's Office of Crime Control & Prevention

. Works with Committee members to facilitate appropriate responses or plans of action to policy, political, financial issues, or other important matters which may come before the Committee or full Board.

. Serves as point-of-contact in matters pertaining to Board member attendance matters.

. Services as point-of-contact for the Committee's Chairperson in matters pertaining to agency personnel, matters concerning the Victim Services Coordinator, i.e., employee evaluations, disciplinary actions, hiring and firing decisions, etc.

Victim Services Coordinator

. Works collaboratively with all Committee members to assist Committee members in fulfilling their required roles and responsibilities.

. Notifies Committee members of any issues which relate to victim assistance and may require the full Board's participation.

Executive Committee Member's Term of Service

The State Board of Victim Services has an Executive Committee. The role of the officers, terms of service and responsibilities are to be determined by the Nominating Committee as they develop a slate for consideration by the full Board. With the expansion of the Board, it was agreed that an Executive Committee was necessary to ensure accountability and increased productivity. In accordance with prior Board approval, the Executive Committee will be comprised of the following positions:

DESIGNATED POSITIONS

Chairperson – Ellen Alexander (2012)

Executive Director of GOCCP – Tammy Brown (2012)

Victim Services Coordinator – Anne Litecky (Staff) (2007)

Vice Chairperson – Barbara Bond (2010)

Chairs of Standing Committees

Grant Review Committee – The Honorable Frank Weathersbee (2007)

Public Awareness Committee – Deborah Unitus (2009)

Legislative Review Committee – Barbara Bond (2009)

Victim Rights Compliance Committee – Ellen Alexander (2010)

Members of the Executive Committee serve a minimum of two calendar year terms from date of last Gubernatorial election. Upon expiration of Executive Committee term of service, the member returns to his or her appointed position.

Executive Committee Position Vacancy

With the exception of designated positions of Chairperson, Vice- Chairperson, Executive Director of GOCCP and Victims Services Coordinator, election to the Executive Committee is based upon a designated Board seat for an open position on the Executive Committee. All vacancies of open positions will be filled upon the election of Standing Committee chairs or other Executive Committee members.

Vacancies occurring in the positions of Chairperson, Vice-Chairperson, Executive Director of GOCCP, and Victim Services Coordinator automatically transfer to persons newly appointed to fill these positions.

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III.

OPERATIONAL PROCEDURES

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A. Funding

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FUNDING

The Board may access operating monies from the Maryland Victims of Crime Fund as needed to implement their Program Plans.

A Memorandum of Understanding between the Board and the Executive Director will state an agreement that funding for specific Board projects will be requested by letter from the Board explaining the need to obtain a Maryland Victims of Crime Fund grant.

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B. Legislation

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LEGISLATION

(See II-B-e – Legislative Review Committee

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C. Biennial Report

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BIENNIAL REPORT

As of July 1, 2006, the Board will submit a Biennial Report to the Governor, as required by legislation. The Report will cover the preceding two fiscal years from July 1 through June 30.

2008
2007
2006
2005
2004
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2002
2001
2000
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1998
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1996

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D. MVOC Grant Procedures

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MVOC GRANT PROCEDURES

(See Section II- B-1-b-i. - GOCCP Grant Procedures).

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E. Other Operational Procedures

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OTHER OPERATIONAL PROCEDURES

Other procedures to be inserted as needed and as appropriate in the future.

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IV.

MVOC STAFF

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A. Victim Services Coordinator

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VICTIM SERVICES COORDINATOR

This position is created legislatively and is to serve the State Board of Victim Services as full-time staff.

The appointment is made by the Executive Director, in conjunction with a recommendation from the Board. The Victim Services Coordinator is an employee of the Governor's Office of Crime Control & Prevention and is supervised by the Executive Director of that Office.

The salary is provided in the State budget.

The following position description for this job was developed using the legislation as a guide to clearly state the Board's expectations and support, and incorporate responsibilities between State personnel policies and Board requirements. A system of evaluation was developed to measure progress, to give and receive feedback, and set goals.

VICTIM SERVICES COORDINATOR POSITION DESCRIPTION

INTRODUCTION

This position is located within the Governor's Office of Crime Control & Prevention. The incumbent of this position will serve as the State Victim Services Coordinator subject to the authority of the Executive Director of the Governor's Office of Crime Control & Prevention. As State Victim Services Coordinator, the incumbent will have overall responsibility in program development and program operations and administering the provisions of the State Board of Victim Services as detailed in "Specific Duties" below. The incumbent must adhere to all policies for State employees as established by the State Department of Personnel and the Governor's Office of Crime Control & Prevention.

SPECIFIC DUTIES

1. Provide staff support to the Board on victim service matters including:
 - a. Meeting minutes and notices (postcard) - prepare and mail within seven days following the monthly meeting.
 - b. Draft Agenda - prepare and mail to Board members at least one week prior to the next monthly meeting.
 - c. Work Plan - develop an annual work plan and present it to the Board by the December meeting for implementation the following year. Also provide quarterly updates on completion of the work plan.
 - d. Attend and prepare for all Board and designated meetings.
 - e. Assist the Board with the administration of the Maryland Victims of Crime Fund, including site visits.
 - f. Attend State-wide functions as approved by the Executive Director.
2. Monitor, assess, and make recommendations concerning State and local victim compensation programs and procedures:
 - a. To identify and understand State and local victim compensation programs and their operating policies and procedures.
 - B. To have knowledge of State compensation laws, the criminal/civil laws, the State victim/witness laws, and State corrections systems sufficient to provide advice and assistance.
3. Provide technical assistance to local public and private programs that provide victim assistance:
 - a. Disseminate and respond to inquiries regarding the State Board of Victim Services Program standards.
 - b. Respond to related requests within the scope of victim services.
4. Perform research and gather data on victims and victim assistance programs, and

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disseminate that data to the public, including:

- a. Knowledge of court collections, grants funded, State's Attorney's and other victim service programs, and other related projects.
 - b. Respond to public informational inquiries, within the State of Maryland employee guidelines.
 - c. Perform other research as directed by the Executive Director and the Board.
5. Submit to the Governor, the Attorney General, The Secretary of Public Safety & Correctional Services, the Executive Director, and the Board an annual report including recommendations as to how victim assistance programs may be improved. A Draft of this Plan is to be submitted to the Board for review, additions and corrections by its August meeting. The final copy is due in September of each year.
6. Ensure that the rights of victims are observed and assist victims in attaining information to which they have a right.
- a. Assist Board with development and dissemination of victims' brochures and other informational material.
 - b. Assist with other projects as decided by the Executive Director and the Board.
7. Monitor compliance with Art. 47 of the Maryland Declaration of Rights, Constitution of Maryland, the Guidelines for Treatment and Assistance to Victims and Witnesses set under Art. 27, §848 of the Annotated Code of Maryland and others that may be adopted in the future.

KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of Board of Victim Services - Victim Service Coordinator legislation.

- a. Knowledge of the field of victim rights and advocacy consistent with being considered an expert and authority in the field.
- b. Knowledge of State compensation laws, pertinent criminal laws and State victim/witness laws, and State corrections system sufficient to provide Advice and assistance to State and local officials on needs for changes.
- c. Knowledge and skill in interpreting, explaining, and applying a body of laws regulations, and procedures.
- d. Skill in applying conventional fact-finding, analytical, and problem solving methods.
- e. Ability to communicate orally with witnesses, victims, and employees of state and local agencies.
- f. Ability to communicate in writing to prepare reports, documents, brochures, and correspondence. Skill in writing for publication.
- g. Knowledge of local, state, and federal law enforcement policies, procedures, and organization and resources.
- h. Knowledge of grant processes and programs sufficient to provide assistance and guidance to organizations.

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- i. Ability to perform program development, management, and evaluation to develop programs with limited resources, to monitor work performed by others; including familiarity with survey techniques.
- j. Ability to coordinate projects with various levels of government.
- k. Ability to meet and deal with contacts from various levels of government and skill in establishing rapport. Persuasive abilities are required since effectiveness depends on acceptance of the incumbent as a knowledgeable and helpful resource.
- l. Ability to assess training needs and skill in identifying appropriate training and seminars.
- m. Ability to assist the Executive Director and Board of Victim Services with legislative matters.

SUPERVISORY CONTROLS

The immediate supervisor is the Executive Director who, with the Board, defines objectives, priorities, and deadlines; advises on potential problems; and assists incumbent with unusual situations. Performance evaluation will be conducted annually by the Executive Director and designated Board Committee, including a self-evaluation by the Coordinator. The Board may request intermediate review and evaluation as the need arises. The incumbent uses considerable originality in planning and carrying out the work and coordinating assignments. Work review is focused on productivity and effectiveness in meeting objectives of the program.

EQUAL OPPORTUNITY EMPLOYER

B. MVOC Program Assistant

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MVOC PROGRAM ASSISTANT

PURPOSE OF THE POSITION

Assist the State Service Coordinator with grant monitoring, planning for the annual Maryland State Board of Victim Services events during Crime Victim Rights Week and some VINE training and maintenance. The Program Assistant will also assist the Victim Rights Compliance Coordinator with phone intake and data-entry for the Victim Rights Compliance Line.

QUALIFICATIONS (Experience and Education)

MINIMUM

High School diploma with at least five (5) years experience working directly with crime victims in either in the criminal justice system or in the non-profit sector. To include a history of training that provides the required knowledge, skills, and abilities for this position

MAJOR DUTIES AND RESPONSIBILITIES

1. Monitor grants and provide clerical support for the Maryland State Board of Victim Services fund grant projects.
2. Perform field monitoring of assigned program sites to collect data, verify actual conditions, and insure conformance with program plan and any applicable special conditions.
3. Responsible for data entry into the Grants Management System, verifying and backing all correspondence, site visits and concerns with specific and general conditions of the grant.
4. Assist the Victim Service Coordinator with Crime Victim Rights Week events.
5. Conduct screening interviews with victims; answer inquiries and make referrals.
6. Prepare Compliance Initiative correspondence, assist in preparation of reports, assist in scheduling site visits, assist in preparation of training curriculum and presentation.
7. Assist with VINE training and maintenance.
8. Performs other duties as assigned by the State Coordinator and the Victim Rights Compliance Coordinator.

SPECIAL REQUIREMENTS OR CONDITIONS

1. Knowledge of crime victim rights in Maryland.
2. Ability to provide technical assistance and management expertise for program entry and/or implementation.
3. Ability to develop and maintain record keeping systems and procedures as may be necessary for specific programs.
4. Ability to effectively communicate with people from all genres of the economic and cultural communities.

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C. Compliance Coordinator

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COMPLIANCE COORDIANTOR

1. WORK DESCRIPTION

Under general direction the Victims' Right's Compliance Coordinator will assist, enhance and further support state efforts to protect and support victims of crime and monitor state victims' rights laws through a combination of duties that include: (a) serve as an ombudsman for crime victims (b) conduct inquiries into alleged violations of the Victims' Rights Amendment and enabling statutes, (c) respond to calls/complaints received on toll-free line (d) attempt to resolve complaints informally and make referrals where appropriate (e) prepare formal reports for review by Maryland State Board of Victim Services (f) make recommendations to State Coordinator for remedial sanctions against an agency that fails to effectively implement or comply with laws (g) maintain accurate and detailed records of all calls for documentation, (h) develop coded tracking system for compliance, (i) enhance public awareness of victims' rights and compliance initiative through the development of aggressive marketing outreach efforts; and (j) research other state programs and make recommendations for a formalized system.

In all, the Victims' Right's Compliance Coordinator will serve as an assistant to the State Coordinator and will perform as a specialist (expert) on victims' rights, in the role of a consultant to justice agency personnel, and hand difficult implementation matters. Will act to promote and facilitate voluntary, efficient and effective compliance with laws; analyzes agency implementation practices, policies, procedures, and tools, recommending and resolving complicated questions and problems between victims and service providers in a non-adversarial manner. Recommends, develops or provides training to professionals and the general public, as needed and practicable. Works with Maryland State Board of Victim Services and other representatives of criminal justice agencies to effectuate positive change in victims' rights issues.

2. WORK PRODUCTS

- Increased victim satisfaction and participation in criminal and juvenile justice systems.
- Timely completion of inquiries into complaints in accordance with established procedures.
- Formal evaluation of various agency systems and processes in achieving compliance.
- Supplemental report to Governor's Annual Report on state's victims' rights compliance efforts.
- Coded tracking system for compliance calls.
- Training curriculum/modules for criminal justice professionals.

3. RESPONSIBILITY

The employee will be responsible for receiving and evaluating victims calls and correspondence, and conducting formal inquiries of criminal and juvenile justice agency practices, and providing supportive services such as information, intervention and referral, as appropriate. Using a variety of resources, researches issues surrounding victim complaints. Conducts and analyzes results of formal inquiries, prepares findings, makes recommendations and takes other actions relevant to resolving individual disputes or addressing systemic problems. Employee is also responsible for preparing information to be included in the "Governor's Annual Report," traveling statewide to perform duties as required and related tasks in a timely, accurate and professional manner. Monitors compliance with victims' rights laws through the collection, review and evaluation of performance data for agencies, their policies and procedures, and other factors; detects deficiencies in operations and recommends changes to improve victim services. Develops and provides professional training for criminal justice professionals on victims' rights issues and laws.

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Employee will perform other duties as assigned by the State Coordinator of Victim Services.

4. AUTHORITY

Duties will typically require employee to make decisions based on substantial analysis, and to identify criteria or standards for situations in which no clear criteria or standards may exist. Employee must exercise considerable independent judgment in selecting courses of action. However, State Coordinator must approve all such actions direct or indirect. Employee will report directly to the State Coordinator of Victim Services and is responsible for keeping State Coordinator informed of all sensitive and potentially controversial matters, and decisions that could have a notable impact on the Governor's Office of Crime Control & Prevention and other justice agencies.

5. KNOWLEDGE

Employee must have considerable knowledge about the dynamics of victimization, and of services and resources available to crime victims, as well as legal and procedural constraints of juvenile and criminal justice professionals. Employee must have a thorough knowledge of criminal and juvenile justice system processes and procedures as they pertain to victims' rights operations/activities, constitutional and statutory rights of crime victims. Working knowledge of Maryland state government. General knowledge of computer systems and principles and practices of public administration.

6. SKILLS

Employee must possess excellent verbal and written communication skills, and ability to change communication styles to fit target audience, master office word and data processing programs. Ability to effectively exercise initiative and work with little supervision, work with individuals in stress and crises or confrontational situations; define allegations and issues accurately; interpret and explain laws, regulations, legal opinions, policies, procedures, etc.; identify and describe standards against which agency performance will be measured; interpret and explain impact of laws on differing aspects of criminal and juvenile justice systems; communicate merits of victim involvement in the administration of justice; evaluate various dimensions of Maryland's victims' rights laws in terms of duties mandated of governmental entities and the relationship of those duties to achieving victim participation, justice and healing; develop and implement effective procedures for operations; collect, analyze and synthesize information from a variety of sources.

D. Administrative Assistant

ADMINISTRATIVE ASSISTANT

(Part-time)

Position Description

- **MD State Board of Victim Services** — Each month, prepare and mail out attendance post cards, prepare sign-in-sheet, and do copying of Board handouts.
- **Annual Victims' Memorial Services** — Assist with different phases of the Memorial Services with plans starting about 5 months before the actual Services. Maintain and update victims' database year around, verifying info and answering calls from victims' families, mail out invitations for the services. Work closely with each regional host answering questions, shipping supplies to each region. Work with IT compiling required lists for each region. Compile and chart the "Calendar of Events" for widespread distribution.
- **Annual Governor's Victim Assistance Awards Luncheon** — A number of months prior to the luncheon, prepare and mail out letters for "Call for Nominations", receive and track responses, follow-up with correspondence to all award recipients and their nominators. Mail out luncheon invitations. Receive payments and maintain database for ticket sales, collect and total checks for luncheon, mail out tickets and directions and handle numerous phone calls concerning the purchase of tickets and the luncheon. Submit total headcount for hotel catering. After the event, mail out thank you letters, and photos to all participants. Assist with many phases of planning the luncheon, including phone calls with Art Comp, and the printer of the programs and invitations. Attend the luncheon and have full responsibility for the registration table.
- **NOFAs** - - Mail out NOFAs for new and continuation grants. Process applications - Receive, separate, and number in-coming applications. Prepare packets for reviewers, and mail or arrange for delivery. Prepare and send status letters as requested.
- **Compliance** – Assist with different phases of Compliance such as maintaining the compliance database, assembling packets for trainings, copying of handouts for meetings, helping with large mailings when necessary and keeping files up to date. Take victims' calls if the need arises.
- **Printed Literature for the Unit** - Ship out and track Unit's literature, brochures, forms, etc. Maintain inventory for our supply and place orders for restocking. Proof blue lines and coordinate with the printer as necessary.
- **Miscellaneous Tasks** - Do all the filing for MVOC, VAWA, DVUP and LLEB. Set up and assist with managers' individual files. Fill out and obtain signatures for preauthorizations and ordering of needed supplies for the unit. Handle faxing, data entry, mailings, editing and proofing correspondence as requested. Assist with compliance mailings.
- **General Responsibilities for the Office** - Maintain and place service calls for copier, fax machine and office postage machine. Order supplies for postage machine, UPS supplies, and serve as the contact person. Responsible for stamp and petty cash box for the office. Serve as back up for office phone coverage as scheduled.

V.

**VICTIM/WITNESS PROTECTION &
RELOCATION FUND**

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VICTIM WITNESS RELOCATION FUND

Document	Publication
1 § 11-901. Definitions.	Maryland Code
2 § 11-905. Victim and Witness Protection and Relocation Fund.	Maryland Code
3 TITLE 11. VICTIMS AND WITNESSES	Maryland Code
4 § 11-906. Status; investments; construction.	Maryland Code
5 § 11-914. Duties.	Maryland Code
6 § 7-301. Court costs.	Maryland Code
7 § 7-409. Additional costs in criminal cases.	Maryland Code

WITNESS PROTECTION FUNDS EXPENDED BY JURISDICTION

COUNTY	FY 2007	FY 2008	FY 2009	FY 2010	TOTAL
Allegany County	\$4,148.60	\$7,410.65	\$6,608.30	\$4,767.39	\$22,934.94
Anne Arundel County	\$14,263.90	\$25,802.77	\$21,275.87	\$21,667.05	\$83,009.59
Baltimore City	\$20,637.36	\$36,905.71	\$60,619.87	\$52,209.54	\$170,372.48
Baltimore County	\$18,864.60	\$37,180.22	\$18,662.32	\$19,344.38	\$94,051.52
Calvert County	\$2,664.05	\$3,045.17	\$4,174.57	\$625.60	\$10,509.39
Caroline County	\$2,570.21	\$0.00	\$0.00	\$411.70	\$2,981.91
Carroll County	\$508.00	\$197.95	\$1,244.61	\$169.95	\$2,120.51
Cecil County	\$14,791.25	\$12,803.27	\$6,100.09	\$2,970.80	\$36,665.41
Charles County	\$9,506.61	\$3,733.79	\$1,540.26	\$4,356.89	\$19,137.55
Dorchester County	\$4,012.19	\$10,366.70	\$5,779.14	\$5,997.81	\$26,155.84
Frederick County	\$9,290.95	\$10,149.20	\$7,670.90	\$2,271.56	\$29,382.61
Garrett County	\$3,218.05	\$985.92	\$2,637.90	\$946.45	\$7,788.32
Harford County	\$11,923.95	\$8,164.34	\$22,206.61	\$22,024.71	\$64,319.61
Howard County	\$15,374.64	\$13,099.90	\$17,349.61	\$11,232.20	\$57,056.35
Kent County	\$0	\$106.80	\$0.00	\$135.00	\$241.80
Montgomery County	\$12,148.79	\$66,755.33	\$47,938.46	\$29,093.15	\$155,935.73
Prince George's County	\$64,442.95	\$46,630.54	\$54,694.79	\$57,163.47	\$222,931.75
Queen Anne's County	\$0	\$1,695.13	\$0.00	\$3,569.57	\$5,264.70
St. Mary's County	\$364.37	\$6,107.40	\$1,596.63	\$1,812.93	\$9,881.33
Somerset County	\$991.65	\$4,930.86	\$7,007.34	\$1,156.15	\$14,086.00
Talbot County	\$294.32	\$620.12	\$320.00	\$834.08	\$2,068.52
Washington County	\$14,941.92	\$3,550.53	\$859.00	\$5,568.77	\$24,920.22
Wicomico County	\$5,497.62	\$18,589.08	\$16,754.99	\$14,125.61	\$54,967.30
Worcester County	\$5,128.95	\$6,072.83	\$12,701.62	\$8,498.60	\$32,402.00
Attorney General	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Prosecutor	\$0.00	\$442.80	\$2,081.35	\$549.17	\$3,073.32
TOTAL	\$235,584.93	\$325,347.01	\$319,824.23	\$271,502.53	\$1,152,258.70

The State's Attorneys' Coordinator has approved the expenditure of the foregoing funds by the jurisdictions indicated and confirms that the disbursement of these funds was consistent with the purposes of the Witness Protection & Relocation Fund and that the disbursements do not exceed the appropriation.

Ara M. Crowe, Jr.
State's Attorneys' Coordinator

VI.

COMPLIANCE INITIATIVE

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**Policy and Procedures for the Maryland State Board of Victim Services
Victims' Rights Compliance Initiative**

I. Purpose

The purpose of this policy is to establish general guidelines that govern the operation of the Victims' Rights Compliance Initiative.

II. Policy

A. In accordance with the Maryland Annotated Code, the Maryland State Board of Victim Services ("Board") is charged with ensuring that the rights of crime victims are observed and assisting victims in obtaining the information to which they have a right. The Board monitors, assesses, coordinates and makes recommendations concerning state and local efforts to assist victims of crime.

B. Definitions: For the purposes of this policy:

- (1) "Compliance Coordinator" is the Victim Rights Compliance Coordinator;
- (2) "Services Coordinator" is the Victim Services Coordinator; and
- (3) "Board" is the Maryland State Board of Victim Services.

III. Procedures

- A. The Governor's Office of Crime Control & Prevention maintains a toll-free compliance line that is monitored by the Compliance Coordinator.
- B. The Compliance Coordinator is responsible for documenting all incoming calls to the Compliance Line and entering them into the Compliance Management System (CMS) database.
- C. The Compliance Coordinator shall maintain a file, electronic or paper, that contains the documentation of all in-coming calls to the Compliance Line, as well as any activity pertaining to a given case.
- D. All calls shall be returned promptly.
- E. After a reasonable number of unsuccessful attempts to contact the caller have been made, the Compliance Coordinator will consider the matter closed and a notation made in the CMS database reflecting the reason for closure.
- F. Upon returning a call to a victim/caller, the Compliance Coordinator, if necessary, will gather all information deemed relevant to continue with an inquiry or investigation into a potential victim's rights violation, make appropriate referrals and/or forward the Victim Rights Compliance Complaint Form to complainant. The Compliance Coordinator will advise the victim/caller that they will be identified as a complainant during the inquiry/investigation.
- G. In the event that the Compliance Coordinator receives information of a possible victims' rights violation from someone other than the aggrieved party, the Compliance Coordinator should:

1. Determine the relationship, if any, between the aggrieved and the reporting party and
 - i. In situations where the third party is knowledgeable concerning crime victims rights laws, the Compliance Coordinator should request that the reporting person inform the aggrieved party of their rights, provide them with information about the Compliance Initiative, and request that the victim contact the Compliance Coordinator to discuss options available to them, including filing a complaint; or
 - ii. In situations where the reporting party is unfamiliar with victims' rights laws the Compliance Coordinator should request that the reporting person provide the Compliance Coordinator with the name and address of the aggrieved party and notify the reporting party that they will be identified as the person reporting a possible victims' rights violation. The Compliance Coordinator will then contact the aggrieved party in writing and provide information as to their rights, including their right to file a complaint. A copy of the Crime Victims and Witnesses: Your Rights and Services, Your Rights as a Victim in the Criminal and Juvenile Justice Process, Crime Victims' Rights Compliance Initiative brochures as well as a copy of the Victims' Rights Compliance Initiative Complaint Form shall be contained in the written correspondence.
 - iii. When an aggrieved party is a minor or is unable to complain due to health, hospitalization, incompetence or other unavoidable circumstances, a complaint may be taken from a parent, legal guardian, spouse, or other legal representative.

IV. Informal Remedies

- A. The Compliance Coordinator will determine the most appropriate course of action, for resolving complaints informally. Such remedies may include, but are not limited to, conducting victim sensitivity and empathy training, acting as a liaison between the victim and the agency or individual in question, gathering requested information for the victim or complainant, and facilitating the victim's understanding of the criminal justice system.
- B. The Compliance Coordinator will contact the agency and/or individual about whom the complaint, if any, was made in an attempt to resolve the complaint informally. The Compliance Coordinator will do the following:
 1. Identify him/herself
 2. Request to speak with the individual in question.
 3. If complaint is about an agency, the Compliance Coordinator will request to speak with the agency head or designee.
 4. Explain to the individual the role of the Compliance Initiative, detail the complaint and identify from whom and when it was received.
 5. Allow the individual/agency head time to respond to the complaint verbally.
- C. If the complaint is resolved to the satisfaction of the Compliance Coordinator, the Coordinator will document his/her findings and recommendations in the Compliance Monitoring System and send a letter to the victim.
 1. A copy of such letter will be maintained along with a hard copy of the CMS intake report.
 2. The Services Coordinator shall be provided a copy of all written correspondence to victims,

criminal justice professionals, and victim service providers.

- D. If informal action does not resolve the complaint the Compliance Coordinator shall consult, through the chain of command, with GOCCP's Executive Director for appropriate action and guidance in resolving the complaint.

V. Formal Remedies

- A. If it is determined that there was a violation of a victim's right under Maryland Law, and informal remedies fail to resolve the complaint, the Compliance Coordinator shall prepare a Compliance Report for dissemination to the appropriate involved parties, including the agency head. The Report will contain: Complainant's Version of the Facts, Summary of Complaint, Compliance Coordinator's Findings, Conclusions, Recommendations and, if appropriate, Memorandum;
- B. The Complainant's Version of the Facts will include the details as reported by the complainant, will be as concise as possible, but will include all facts relevant to a determination of the issue;
- C. The Summary of Complaint will enumerate the specific violation(s) or mistreatment issue reported;
- D. The Findings will restate each complaint as set forth above, citing the statutory provision, rule or principal that governs the situation and will contain each party's version of the dispute and the facts found by the Compliance Coordinator;
- E. The Conclusions will restate the complaint as stated above, but in the context of the conclusion reached by the Coordinator. The final disposition of the conclusion will contain the wording *Justified, Not Justified, or Inconclusive*;
- F. The Compliance Coordinator will provide a copy of the Report to the Training and Victim Rights Compliance Committee for their review and comment and then, through the chain of command, provide the Report to GOCCP's Executive Director and legal counsel for review and final approval. Upon approval by GOCCP's Executive Director, the Compliance Coordinator will distribute copies of the report to the named parties and report the findings to the Board during regularly scheduled Board meetings.
- G. All written reports shall be redacted of the names of individuals involved prior to dissemination to the Training and Victim Rights Compliance Committee and/or the Board, or any non-involved parties.
- H. The Recommendations section shall contain the Compliance Coordinator's specific recommendation. Whenever possible, the word "recommend(s)" will be used in such a manner that the agency will understand that this is an official State determination for future course of conduct, which should be followed by the agency. The specific and detailed recommendation will clearly notify a noncompliant agency regarding the requirements of the law.
- I. The Compliance Coordinator shall prepare a monthly statistical report and will present such information at each Board meeting. This information will summarize the number of confirmed victims' rights violations, most common types of violations, geographic area, and agencies and experienced the greatest level of violations.
- J. If approved by GOCCP's Executive Director, the Compliance Coordinator shall distribute the report as directed.

VI. Information for Public Purposes

- A. The Compliance Coordinator shall develop appropriate public relations materials, working in conjunction with the Public Awareness Committee and/or the Training and Victims Rights

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Compliance Sub-Committee of the Maryland State Board of Victim Services, including, brochures, posters, public service announcements, press releases, and billboards.

- B. The Compliance Coordinator will respond “no comment” to request from the media regarding ongoing compliance investigations and shall refer all such inquiries to GOCCP’s Executive Director.
- C. Until final, compliance reports will not be provided to the general public or medial. Once finalized, the redacted Report may be distributed only if approved by GOCCP’s Executive Director of the Board.

VII. Training and Education

- A. The Compliance Coordinator will be responsible for conducting trainings, both formal and informal, for all criminal justice agencies regarding the Compliance Initiative.
- B. The Compliance Coordinator will tract training requests and events and will report this information to the Board quarterly.

**Victims' Rights Compliance Initiative
Performance Survey and Site Visit Policy**

(Revisions July 10, 2006)

I. Purpose

The purpose of this policy is to establish general guidelines for the Victims' Rights Compliance Coordinator in the performance of duties related to monitoring compliance with crime victims' statutory rights and ensuring such rights are observed by all criminal justice agencies within the State of Maryland. As such, on site performance surveys are a valuable tool in determining the various criminal justice agencies understanding of, and compliance with, their statutory obligations to crime victims.

II. Policy

In accordance with Maryland Annotated Code, Criminal Procedure Article, §11-915(b)(6), (7) and (8), the Victims' Services Coordinator is charged with ensuring that the rights of victims are observed, helping victims in obtaining the information to which they have a right, and monitoring compliance with the guidelines for treatment of and assistance to victims and witnesses. The Victims' Rights Compliance Coordinator, working under the direction of the Victims' Services Coordinator, monitors and assesses compliance with victims' rights mandates by conducting performance surveys of, and site visits to, all criminal justice agencies within the State of Maryland.

III. Procedures

- a. The Compliance Coordinator will create performance survey forms specific to agency type (State's Attorney's Office, Law Enforcement, Correctional Services, etc.) and start a yellow performance survey file to include:
 1. Introductory letter
 2. Performance Survey Form
 3. Site Review Form
 4. Copy of Md. Annotated Code, Criminal Procedure Art., §11-915 (Victim Services Coordinator)
 5. Compliance Initiative brochures
 6. Hard copy of *Maryland Crime Victims' Statutory Rights: Statutory Obligations* specific to agency subject of survey
 7. Other written materials related to the statutory obligations of the specific agency, as deemed appropriate

- b. The Compliance Coordinator will initiate on site performance surveys of criminal justice agencies based on the following criteria:
 1. Performance surveys will be conducted in order to determine the overall level of compliance within the State of Maryland;
 2. Targeted surveys will be conducted when a request is initiated by the Maryland State Board of Victim Services, the Victim Services Coordinator, any other member of the

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- Governor's Office of Crime Control & Prevention, or if a request is made by a criminal justice agency that has a statutory obligation to comply with crime victims' rights laws;
3. If the Compliance Coordinator sustains a substantial complaint(s) with a particular agency or jurisdiction,
on site performance surveys will be conducted within the subject agency or jurisdiction to determine the level of understanding, and compliance with, their statutory obligations.
- c. The Compliance Coordinator will initiate contact with representatives of the State's Attorney's Office, Clerk of Court, law enforcement and correctional facilities within the targeted jurisdiction and schedule mutually convenient times to conduct on site performance surveys. Introductory letters will be sent to criminal justice agencies to confirm site visit and/or information requested for survey. A copy of all correspondence will be maintained in the Performance Survey file.
 - d. The Victim Services Coordinator will be notified of all scheduled on site performance surveys.
 - e. The Compliance Coordinator will travel to the agency(s) at the pre-arranged date and time. The performance survey will consist of some or all of the following:
 1. Introduction and overview of the purpose of the Victims' Rights Compliance Initiative and statutory obligation to monitor compliance.
 2. Interview with designated staff to evaluate their knowledge of current victims' rights laws and their responsibilities to comply with specific statutory obligations,
 3. Discussion of the any reported internal/external challenges to effective compliance; number and type of complaints/violations and resolution, adequacy of number of victim services staff, and training/technical assistance needs; services provided to victims, mandated or otherwise;
 4. Review of methods and practices utilized in complying with agency specific statutory victims' rights requirements.
 5. Distribution of brochures, guides and related victims' rights material.
 - f. Upon completion of on site performance surveys, the Compliance Coordinator will analyze the survey results and will draft a Compliance Report of findings, conclusions and recommendations resulting from the performance survey. The final Compliance Report will be sent to the agency head, with a copy to the participating agency staff member(s), and to GOCCP's Executive Director, Victim Services Unit Division Chief and Victim Services Coordinator. A synopsis of the performance survey will also be provided to the Maryland State Board of Victim Services during regularly scheduled Board meetings.
 - g. Recommendations and conclusions will be submitted to the Maryland Board of Victim Services and the Governor as a part of the Board's Annual Report.

VII.

VINE INITIATIVE



GENERAL INFORMATION

VINE is a free and anonymous telephone/email service that provides victims of crime with two important features: information and notification. The VINE service is provided by The Governor’s Office of Crime Control and Prevention and The Maryland State Board of Victim Services.

VINE will monitor the custody status of adult inmates in county jails and the Department of Correction facilities, including court information.

Information is available 24 hours a day, 365 days a year. This service is available in **English and Spanish**. A **Live Operator** is also available in English or Spanish 24 hours a day to assist callers. Anyone may call the toll-free VINE hotline to access available custody and court information. Callers may also register directly with VINE to receive telephone or email notification on changes in custody status.

The information included on this document outlines how the program functions, including registration and notification options available through each participating agency.

Data Transfer Schedule

The following is a schedule of the transfer of data from each site to the VINE National Communications Center:

- County Jail: Every 15 minutes, 24 hours a day, 7 days a week
- Dept. of Rehabilitation & Corrections: 2 times daily at 12 noon and 8:00pm, 7 days a week
- Circuit/District Court: Once per day between 5 AM – 7 AM, Monday – Friday and Sunday

Information

To search for information in VINE, callers will need to provide one of more of the following items:

- If you choose offender search, you can search by:
 - Offender Name
 - Offender Number (date of birth if there is more than one offender with the same name or number)
- If you choose courts search, you can search by:
 - Offender Name
 - Case Number
- Maryland uses a Court Tracking Number (CTN – not the same as the case number) to associate offender and courts data. Registrants still have to register for both offender and court events separately.

Information provided when calling the VINE service or when visiting www.vinelink.com includes the following items:

Offender Name Offender Number Current Offender Custody Status Location of Offender Scheduled Release Date (if known, DOC only) Parole Eligibility	Case Number Defendant’s Name Date/time of court event Location of court event Type of court event
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Registration

Crime victims and concerned citizens may register for notification by calling the VINE toll-free number or by visiting www.vinelink.com. **Callers must register separately for court and custody information.** Callers will need to provide VINE with the following information:

- A telephone number, including the area code, where they can be reached for notification (callers can register up to three contact numbers per call)
- A 4 digit Personal Identification Number (PIN)
- **Callers can update their telephone number or PIN online at www.vinelink.com or by calling VINE.**



Notification Calls

Notification calls to registered victims will be made on the following events:

Notification Event	Calling Pattern	Notification Event	Calling Pattern
General Release	Normal	Case Bench Warrant	Non-Emergency
Release on Bond	Normal	Transfer to Perkins State Hospital	Non-Emergency
DOC Release on Court Order	Normal	Transfer after re-book	Normal
Scheduled Release	Advanced	Jail/DOC agency notification	Normal
Escape	Normal	Court Hearing	Advanced
Return from Escape	Non-Emergency	Case forwarded to Circuit Court	Non-Emergency
Death	Non-Emergency	Case Closed	Non-Emergency
Transfer Initial	Non-Emergency	DOC – Parole notification	Normal
Work Release	Non-Emergency	DOC – Furlough notification	Normal
Home Detention	Non-Emergency	DOC – General Release	Normal
Reschedule Court Appearance	Advanced	DOC – Escape	Normal
Court Appearance Cancellation	Advanced	DOC – Return to Custody	Non-Emergency
Court Trial	Advanced	DOC – Death	Non-Emergency
Court Plea	Advanced	DOC – Transfer to Perkins State Hospital	Non-Emergency
Court Sentencing	Advanced	DOC – Home Detention	Non-Emergency

Calling Patterns

Normal: Calls will be made every 30 minutes for 24 hours or until the call is confirmed with the correct PIN. Notification messages will be left on an answering machine, but calls will continue every 2 hours for 24 hours.

Non-Emergency: Calls will be made every 30 minutes between 7:00 am – 9:00 pm for 48 hours or until the call is confirmed. Calls are confirmed and stopped by entering your PIN. Notification messages will be left on an answering machine, but calls will continue every 2 hours for 48 hours between 7:00 am – 9:00 pm. ***Notification calls are delayed for eight (8) hours after the transfer record is received by VINE.***

Advanced: Calls will be made every 30 days prior to the expected date of event. Calls will be made every 30 minutes between 7:00 am – 9:00 pm for 48 hours or until the call is confirmed. Calls are confirmed and stopped by entering your PIN. Notification messages will be left on an answering machine, but calls will continue every 2 hours for 48 hours between 7:00 am – 9:00 pm.

Court Event Advanced: Calls will start 5 days prior to the expected date of event. Calls will be made every 30 minutes between 7:00 am – 9:00 pm for 48 hours or until the call is confirmed. Calls are confirmed and stopped by entering your PIN. Notification messages will be left on an answering machine, but calls will continue every 2 hours for 48 hours between 7:00 am – 9:00 pm.

Additional Assistance

For customer service or to report a problem, call Appriss at 1-866-277-7477.

<http://www.appriss.com/sitedocs/VINE.pdf>

<https://www.vinelink.com/vinelink/siteInfoAction.do?siteId=21999>

<https://www.vinelink.com/vinelink/initMap.do>

<http://www.victimlaw.info/victimlaw/>

<http://www.ojp.usdoj.gov/ovc/help/index.html>

www.goccp.maryland.gov

www.vinelink.com

The general public can register with VINE to receive custody status updates on offenders and court case changes by visiting VINELink at www.vinelink.com.

VINELink® Quick Reference Guide

1 Go to www.vinelink.com

2 Click on your state



3 Click the "Search" tab

You can search for offender or court case information by entering the offender name or identification number

- Click the "Search" button
- Click on the magnifying glass icon next to the offender for details and the option to register for notification

Register/Details	Name	First Name	Date of Birth	Age	Custody Status	Facility/Reason	Reporting Agency
	SMITH				In Custody	Arkansas Department of Correct	Arkansas Department of Correct
	SMITH				In Custody	Arkansas Department of Correct	Arkansas Department of Correct

4 Register for notification

Select the method of notification then click continue

- Enter a phone number and/or e-mail address where you want to be reached
- Create and enter a four-digit Personal Identification Number (PIN) that will be used to stop notification calls
- Click the plus sign to register additional phone numbers or e-mail addresses

Phone Notification

Phone Number	Language	4 Digit Pin	
<input type="text"/>	English <input type="button" value="v"/>	<input type="text"/>	<input type="button" value="x"/>
<input type="text"/>	English <input type="button" value="v"/>	<input type="text"/>	<input type="button" value="x"/>
<input type="text"/>	English <input type="button" value="v"/>	<input type="text"/>	<input type="button" value="x"/> <input data-bbox="1177 1743 1209 1774" type="button" value="+"/>

VINEWatch® Quick Reference Guide

What is VINEWatch?

VINEWatch® is a Web-based management tool that gives criminal justice professionals and victim advocates access to near real-time data that can be used to generate reports and notifications, track usage, and register victims.

This secure site can only be accessed through assigned user IDs and passwords and is not available to the general public.

VINEWatch menu options

Reports

- Notification
- Registration
- Offender
- Cases
- Probationers/Parolees
- Statistics
- Emergency Override Line Service
- Level Standards
- Snapshot

Letters

Registrations

- Add
- Update

Search

Administration

If a selection is grayed out under any of these headings in VINEWatch, the option is not available for your site or agency.

Quick tips



Use Notification Report to:
verify a sent notification



Use Registration Report to:
verify or update a registration



Use Offender Report to:
view the status of an offender



How do I access VINEWatch?

1

Go to www.vinewatch.com

2

Click on your state



3

Enter User ID and password



How does VINEWatch work?

VINEWatch communicates with the Appriss Data Network,™ which receives near real-time data transmissions from jail, prison, and court systems.

Entering data

Data can be entered into your VINE system three ways:

- www.vinewatch.com
- www.vinelink.com
- Data import

What does VINEWatch provide your agency?

- Secure, centralized, Web-based management tool
- Ability to register victims for notification
- Ability to update current victim registrations
- Web-based statistical reporting
- Ability to search and view pertinent information about an offender, as well as registrants

Use Statistics Report to:
review VINE usage

- Ability to override offender status when necessary

Appriss Inc.

VIII.

STATE BOARD WORK PLANS

BOARD WORK PLANS

The work plan presented to the Board in October 2007 is attached with some revisions. Please review carefully so it can be revised periodically to reflect the Board's priorities and include a realistic timetable for completion of specific tasks.

Maryland State Board of Victim Services
Annual Retreat
 Marriot Aspen Wye River Conference Center
 Friday, October 27, 2006

ACTION PLAN FY 2007

GOALS	ACTIVITIES	TIMELINES	RESPONSIBLE PARTY	status
<p>GOAL I: Internal Needs There is a short term need to address staff workloads and existing vacancies</p>	<p>1. Seek alternatives to short term assistance</p> <p>2. Filling vacancies</p> <p>3. Restructuring of positions workload</p> <p>4. Long-term review of use of Administrative funds that might increase staff if needed.</p>	<p>Immediate attention to the options for skilled short term assistance to maintain daily responsibilities of office</p> <p>Hiring will be prioritized but the actual timeline will be determined by the election status</p> <p>Review the existing position descriptions for realignment with staffing and work tasks by December 30, 2006</p> <p>Review current use of Administrative funds for direct services projects. Possible increased use of funds for internal staffing to implement projects. Review completed by March 30, 2007</p> <p>On-going with support to staff in short term regarding pressing issues.</p>	<p>Director will investigate internal options for short-term assistance</p> <p>Director and Board</p> <p>Board and Director</p> <p>Funding Committee and Full Board</p>	

www.goccp.maryland.gov

	<p>5. Prioritize projects and deadlines to ensure commitments are met.</p> <p>Specific Items discussed: <u>Annual report</u></p> <ul style="list-style-type: none"> • Postpone to Spring <p><u>Grant monitoring</u></p> <ul style="list-style-type: none"> • Provide minimal oversight on programmatic side for first quarter • Obtain internal support to aid with this task <p><u>Compliance</u></p> <p><u>NOFA</u></p> <p>1. Increase and document distribution of brochures to agencies statewide</p> <p>2. Establish a process for tracking printing counts and usage of by mandated agencies</p>	<p>April 30, 2007</p> <p>On-going on a monthly and quarterly basis. Internal assistance identified by December 30, 2006.</p> <p>Must be maintained on a daily basis.</p> <p>Completed by November 30, 2006</p> <p>On-going. Quarterly status of goals should be identified and adjusted as needed to ensure completion by October 30, 2007.</p> <p>March 30, 2007</p> <p>www.goccp.maryland.gov</p>	<p>Board and Staff</p> <p>Staff, Board and Director</p> <p>Staff and Director</p> <p>Staff</p> <p>Staff</p> <p>Staff and Board</p>	
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GOAL II: Improve distribution of brochures and other pertinent information to all victims of crime by October 30, 2007.	3. Develop and implement a process for adding a box on all police reports that track when police officers are informing victims of rights and providing written materials	June 30, 2007	Staff and Board
	4. Develop stronger partnerships with police association and other allies throughout the state to improve distribution	October 30, 2007	Staff, Compliance Committee and Full Board
	5 .Increase training on the mandate of informing victims of rights		Staff
	6. Launch a Website for victims to access	October 30, 2007	Staff, Training Committee and Full Board
	7. Expand the areas that information has been distributed to improve access to victims	June 30, 2007	Internal department staff, Staff and Director
	8. Develop brochures without names so that they do not have to be reprinted when the Administration changes	October 30, 2007	Public Awareness Committee, Full Board and Staff
	1. Develop and utilize posters, signs, bus signs, and distribution of materials throughout the states.	January 30, 2007	Staff
	2 .Brochures in library and other public places	October 30, 2007	Public Outreach Committee, Full Board and Staff
www.goccp.maryland.gov			

<p>Goal III.</p> <p>Broaden visibility of the Board, its mandate and the rights of victims of crime within the state by October 30, 2007.</p>	3. Implement website and link to other sites often used by victims	June 30, 2007	Staff and Public Outreach Committee	
	4. Attending public meetings and community based-activities that would increase partnerships	October 30, 2007	Staff and internal Department staff	
	5. Increase community trainings and presentations regarding rights and services available to victims	On-going through October 30, 2007	Staff	
	6. Partnership with existing community services to assist in reaching all victims of crime	On-going through October 30, 2007	Staff	
	7. Community service credit and internships for obtaining assistance with work of the office	On-going through October 30, 2007	Staff and Public Outreach Committee	
	1. Locate alternative funding sources for academy	October 30, 2007	Training Committee, Full Board and Staff	
	2. Inform others of the standard training curriculum that Academy provides		Training Committee, Full Board and Staff	
	3. Seek CEU and other types of rewards for those who	October 30, 2007	www.goccp.maryland.gov	

<p>Goal IV. Expanding and securing the funding for the academy for future years.</p>	are trained			
	4. Build the existing support for the academy and the success that has been demonstrated to date	October 30, 2007	Training Committee, Full Board and Staff	
	5. Get out into rural communities and gain support throughout the state	October 30, 2007	Training Committee, Full Board and Staff	
	6. Determine structure to ensure success and continuation of the academy in future Research other state academy funding solutions	On-going through October 30, 2007	Staff	
	7. Get support from advocate community	On-going through October 30, 2007	Training Committee, Full Board and Staff	
	8. Linking board and steering committee for academy	On-going through October 30, 2007	Training Committee, Full Board and Staff	
		On-going through October 30, 2007	Training Committee and Full Board	
		On-going through October 30, 2007		

Items to be addressed in Committee	Review the status of the VINE psa development and airing.	January 30, 2007	VINE Committee, Full Board and Staff	
	Look ahead to developing a bill that sets mandatory training requirements.	March 30, 2007	Legislative Committee and Full Board	
	Standards and certifications to be considered by committee	On-going	Compliance Committee and Full Board	
	Funding priorities should be reviewed by funding committee	January 30, 2007	Funding Committee and Full Board	

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IX.

MEETING MINUTES

MSBVS BOARD MEETING MINTUES

Effective January 2011, after the Minutes from each meeting have been approved, they will be posted online at www.goccp.maryland.gov.

X.

MANDATED BROCHURES AND FORMS

XI.

OTHER BROCHURES AND FORMS

XII.

OTHER