

VICTIM IMPACT STATEMENT ACTIVITY REPORT INSTRUCTIONS

If you have any questions, please contact the Texas Crime Victim Clearinghouse staff at 512-406-5931 or by e-mail at tdcj.clearinghouse@tdcj.texas.gov.

SECTION 1

- **COUNTY:** Insert the name of the county for which you are reporting. Only report for one county. If your office handles cases in several counties and you are reporting for all of them, you must submit separate reports for each county.
- **PERSON SUBMITTING FORM:** Please enter the name of the person submitting the report along with the necessary contact information (address, city, zip, phone, fax, and email address). If your office has multiple victim assistance coordinators (VAC), please enter only the primary VAC responsible for the report.
- **DISTRICT / COUNTY ATTORNEY:** Enter only the name of the attorney representing your office. If you are completing the report for both the district and county attorney, indicate this in the check box to the right and combine the statistics from both offices/jurisdictions.

SECTION 2

- **A. HOW MANY VICTIM IMPACT STATEMENTS (VISs) DID YOUR OFFICE PROVIDE TO VICTIMS DURING THE MONTH?**

Please indicate the number of VISs you provided to victims during each month for either misdemeanor or felony offenses.

- **B. TYPE OF OFFENSE**

Please breakdown the monthly total in Section 2A by type of offense.

The Victim Services Division (VSD) requests the counties submit the quarterly VIS Activity Report so that the VSD will then be able to report on the population it serves as required by law. The types of offenses in the VIS Activity Report Section 2B are those listed in the Code of Criminal Procedure art. 56.01. The Property crimes category is included for those counties that provide VIS forms in those offenses. The Other category should be utilized when a VIS is provided but the offense is not listed.

These numbers should match the number of VISs provided to victims each month indicated in the first question (Section 2A). For example, if 100 VISs were provided to victims during the month of March, the breakdown of type of offenses should total 100 in the column for March. If 1 VIS covering multiple offenses is provided to the victim, it should be counted in section 3 in the most serious offense category. **For example:** a victim is kidnapped and sexually assaulted, and indictments are handed down on both offenses. The victim should receive only ONE VIS to complete, discussing both the kidnapping and the sexual assault in that statement. The VIS will be counted only once in Section 3 under the offense category deemed the most serious of the offenses.

SECTION 3

- **HOW MANY COMPLETED VISs DID YOUR OFFICE RECEIVE DURING THE MONTH?**

The monthly numbers should reflect the number of VISs completed and returned to your office by crime victims. This number may not equal the numbers given for #2A. For example, the number of VISs completed and returned for the month of December may include VISs that were provided in previous months; therefore the number returned for December may be higher or lower than the number of VISs provided in December.

COMMENTS

- This section allows the VAC to provide comments or notification to the Victim Services Division (for example, a comment about an amended report or a notification of a change in VAC contact information).