

SAMPLE
COOPERATIVE AGREEMENT

Between

Virginia Local Victim Witness Grant Programs

And

***The State of Virginia Office of the Attorney General Victim Notification Program,
Department of Corrections Post Conviction Services, and Virginia Parole Board Input
Program***

The promotion of safety and trauma informed continuum of care to crime victims within the criminal justice system affords crime victims and or their families' rights outlines in the [Virginia Crime Victim and Witnesses Rights Act](#). State and local victim service agencies agree to provide the highest level of service(s) possible to victims and witnesses of crime by providing services of this Act.

Sub-recipients of state and federal funding provided by the State of Virginia legislature and the Office of Justice Programs, Victims of Crime Act funding agree to the following measures in order to support collaboration efforts that enhance services to crime victims in the state of Virginia and or surrounding states and territories. The following is a cooperative agreement between the state and local programs funded by the Virginia Victim Witness Grant Program (VWGP) administrated by the DCJS. The purpose of this unified agreement is to enhance appropriate service delivery between grant programs, outline minimum expectations of roles of state and local programs partnership.

Virginia State Victim Assistance Grant Programs will:

- 1) Refer victims to the local VWGPs as needed, and
- 2) accompany victims to meetings with criminal justice personnel and to court proceedings when appropriate, and outside the scope of local service, and
- 3) the state agencies will work with the local victim witness grant programs in providing notification information, confidentiality information, and administrative support in proceedings that arise outside of the realm of local criminal justice authority and purview, and
- 4) provide notice to local VWGP on email receipt of Victim Notification Forms and literature related to each state agencies' post-conviction services.

Virginia Locality Victim Witness Grant Programs will:

- 1) Notify victims of the services available through the statewide victim witness grant program through referral, and dissemination of the Victim Notification Form, and
- 2) Provide assistance with the location of victims of crime to participate in post-trial services, and
- 3) the assist with victim-related case prosecution, post-conviction services, when requested and
- 4) notify statewide victim witness grant programs of victims interested in seeking services.

Statewide and local Victim Witness Grant Programs agree to work collaboratively in defining and addressing victim-related challenges within the state of Virginia's criminal justice system. The organizations must assist victims in seeking Victims of Crime Compensation benefits, including maintaining a supply of Compensation brochures and applications,

establishing procedures to identify clients who may be eligible for Compensation, ensuring that all VOCA-funded staff are familiar with the compensation program, assisting clients throughout the application and claims process, if applicable.

In accordance with § 19.2-11.01C of the Code of Virginia, no liability or cause of action shall arise from failure of the parties in this agreement and or its member representatives to ensure that victims and witnesses receive such services or from the failure of victims to receive such services.

This agreement is effective on July 1, 2021 and will remain in effect until either party terminates the agreement in writing. According to DCJS guidelines, the agreement will be reviewed each grant cycle and automatically renewable with the issuance of an award by DCJS to sub-recipients. All parties agree to [Crime victim's right to nondisclosure of certain information; exceptions; testimonial privilege](#) and the reasonable expectation of confidentiality where codified.

Project Director, Office of the Attorney General Victim Notification Program Date

Project Director, Department of Corrections Victim Services Unit Date

Project Director, Virginia Parole Board Date