# 17th Judicial District Crime Victim Compensation Board

## By-Laws

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ARTICLE 1
PURPOSE, AUTHORITY AND DUTIES

1.1  AUTHORITY: The Crime Victim Compensation Board (hereafter referred to as the CVC Board) derives its existence and authority from Colorado Revised Statute §24-4.1-103.

1.2  PURPOSE AND DUTIES: The purpose and duties of the CVC Board include, but are not limited to, the following:

A. Conduct an open, fair and equitable application and award process for all compensation claim requests received;

B. Compensate eligible victims of crime who incur losses as defined in C.R.S. §24-1.109;

C. Judiciously allocate monies from the Crime Victim Compensation fund as established in C.R.S. §24-4.1-117;

D. Maintain sound written financial and program policies and procedures and reporting mechanisms as outlined in the Standards for the Administration of Crime Victim Compensation Programs;

E. Conduct an annual financial and program review;

F. Develop an annual written expenditure agreement and budget for the disbursement of administrative funds with the District Attorney and the Chief Judge (or designee);

G. Jointly develop with the District Attorney a written agreement that specifies the level of administrative assistance and legal advice that is mutually acceptable to the CVC Board and the District Attorney;

H. Provide written authorization to the Judicial District Administrator for the disbursement of administrative funds for the District Attorney in the manner determined appropriate by the District Attorney;

I. Provide the District Attorney and the Judicial District Administrator with a signed copy of the By-laws, Policies and Procedures approved by a quorum of the CVC Board.

J. Conduct an annual review of the administrative guidelines regarding federal crime victim compensation grant awards, and shall comply with the federal grant and reporting requirements.
ARTICLE 2
MEMBERSHIP

2.1 APPOINTEES: The CVC Board shall be composed of three members to be appointed by the District Attorney of the 17th Judicial District pursuant to C.R.S. §24-4.1-103. CVC Board members may not be an attorney actively practicing law in the criminal courts of the 17th Judicial District; may not be employed by the District Attorney or the State Judicial Department within the 17th Judicial District; and must currently reside within the geographic boundaries of the 17th Judicial District.

2.2 TERM OF OFFICE: Each member appointed to the CVC Board may serve a term of three years. Each CVC Board member may be reappointed once and serve two consecutive terms. A person may be reappointed thereafter if it has been at least one year since the person served on the CVC Board. All vacancies, except through the expiration of term, shall be filled for the un-expired term only.

2.3 COMPENSATION: CVC Board members shall serve without compensation, but may be reimbursed from the District Attorney's administrative fund for reasonable, necessary and actual expenses directly related to the activities of the CVC Board.

2.4 DIVERSITY: To the extent possible, CVC Board members shall reflect the diversity of the 17th Judicial District in the following areas:

A. Geographic location;

B. Gender;

C. Ethnicity; and

D. Experience with victim issues.
ARTICLE 3
CHAIR

3.1 DESIGNATION OF A CHAIR: The District Attorney of the 17th Judicial District shall designate a Chair to serve the CVC Board at the first of each year pursuant to C.R.S §24-4.1-103.

3.2 TERM: The Chair shall serve for a term of one year and may be reappointed as long as his/her term of office has not expired.

3.3 DUTIES OF CHAIR: The duties of the Chair include, but are not limited to the following:
   A. Preside over CVC Board meetings;
   B. Sign all payment orders;
   C. Sign correspondence as needed;
   D. Call special meetings as needed;
   E. Enforce ethics, conflict of interest and other provisions of these By-laws;
   F. Have such powers and perform such duties as the CVC Board may from time to time prescribe;
   G. Meet annually with the Chair of the 17th Judicial District Victim & Witness Assistance and Law Enforcement Board to determine the deposit of unclaimed restitution.

3.4 VICE CHAIR: The CVC Board shall designate, through a majority vote, one of its members as Vice Chair at the annual business meeting each year.

3.5 TERM: The Vice Chair shall serve for a term of one year and may be reappointed as long as his/her term of office has not expired.

3.6 DUTIES OF VICE CHAIR: The duties of the Vice Chair shall be the same as those of the Chair, when the Chair is absent or has a conflict of interest on any matter taken up by the CVC Board.

3.7 CONFLICT OF INTEREST: If the Chair has a conflict of interest on any matter taken up by the CVC Board, the Chair shall designate another CVC Board member to preside over the CVC Board in that matter.

3.8 REMOVAL OF CHAIR or VICE CHAIR: The Chair or Vice Chair may be removed from those duties for just cause at a regular or special meeting of the CVC Board through a majority vote of the members or by the District Attorney.
ARTICLE 4
MEETINGS

4.1 REGULAR MEETINGS: The CVC Board shall hold regular monthly meetings at a stated time and place unless documentation exists indicating no new claims or ongoing requests for payment have been received.

4.2 ANNUAL MEETING: The CVC Board shall conduct an annual financial and program review. The review will include, but not be limited to:

   A. Review of By-laws, Policies and Procedures;

   B. Review of the annual written expenditure agreements for administrative funds, the budgets for administrative funds and the annual report of administrative funds for the preceding calendar year;

   C. Review of financial reports for the preceding calendar year; and

   D. Review of program reports for the preceding calendar year.

4.3 SPECIAL MEETINGS: Special meetings of the CVC Board may be called by the Chair with notice being given to all CVC Board members not less than three working days in advance of the meeting.

4.4 TELEPHONE CONFERENCE CALLS: Meetings of the CVC Board may be held by conference call if deemed necessary by the CVC Board or by the CVC Board Chair.

4.5 ATTENDANCE: CVC Board members are expected to attend every regular meeting. In the event a member cannot attend, he/she should notify the CVC Program Administrator or designee in a timely manner. Three unexcused absences during a twelve-month period shall trigger a review of the CVC Board member's ability to participate in CVC Board duties and responsibilities.

4.6 OPEN MEETINGS: CVC Board meetings are subject to the Colorado Open Meetings Law pursuant to C.R.S. §§24-6.401 and 402.

4.7 PUBLIC NOTICE: Public notices of meetings shall be provided in compliance with the Colorado Open Meetings Law. Public notices will be posted at the Adams and Broomfield County Justice Centers a minimum of 24 hours prior to a scheduled meeting.

   Public notices shall include:

   A. The day, date, time and location of the meeting;

   B. Name of a contact person;

   C. Information on how to request a copy of the Board’s Policies and Procedures; and
D. Information on how to make a report alleging a violation of the Standards for the Administration of Crime Victim Compensation Programs such as the telephone number and address of the Colorado Division of Criminal Justice.

4.8 **AGENDA:** The CVC Program Coordinator or designee, with the approval and assistance of the CVC Board Chair, shall prepare an agenda for all meetings held by the CVC Board. The District Attorney, Judicial Administrator, Chief Judge or any CVC Board member may add an item to the meeting agenda by calling the CVC Program Coordinator or designee at least three working days in advance of the meeting, subject to approval of the CVC Board Chair. Agenda items may also be added at the time of the meeting by consensus or majority vote of the CVC Board.

4.9 **MINUTES:** Minutes shall be kept of all regular and special meetings of the CVC Board and shall be signed by the CVC Board Chair and distributed for review by the CVC Board members at the next scheduled meeting.

Minutes shall include, but not be limited to:

A. Documentation of a quorum of CVC Board members in attendance;

B. Date of meeting; time and location; names of CVC Board members in attendance and review and approval / correction of previous month's meeting minutes;

C. The language of any motion, together with a summary of any objection or amendment to the motion, and the votes taken on each motion, including the vote on each compensation claim;

D. Any declaration of CVC Board or staff member’s conflict of interest prior to the motions and the votes of the CVC Board on that matter;

E. Identification and documentation of any compensation claim approved, denied or reduced for good cause or in the interest of justice as specified in C.R.S. §§ 24-4.1-108 and 24-4.1-109(1);

F. Documentation of eligibility waivers, including the claim identifier and the reason for the waiver;

G. The statutory reason for a denial of a compensation claim, or a partial or reduced approval;

H. Identification of any compensation claim brought before the CVC Board for reconsideration of the CVC Board’s original decision and the reason for the final decision(s);

I. Documentation of financial and program planning and review;
J. Documentation of any policies or procedural changes including limitations on compensation to be approved and paid out for certain types of services, together with the record of votes, and the effective date of change(s);

K. Documentation of any review, amendments or revisions to the CVC Board By-laws; and

L. Documentation of any other business brought before the CVC Board.
ARTICLE 5
QUORUM

5.1 DEFINITION: A majority (two-thirds) of appointed CVC Board members present at a regular or special meeting of the CVC Board shall constitute a quorum.

5.2 DECISION MAKING PROCESS: A quorum of CVC Board members must be present for the decision making process to go forward.

ARTICLE 6
VOTING

6.1 VOTING: A majority vote of CVC Board members shall be the official decision of the CVC Board.

6.2 PROXY VOTES: CVC Board members may not give a proxy vote to another member.

6.3 CONFLICT OF INTEREST: CVC Board members shall abstain from voting when there exists an actual, or the appearance of, a conflict of interest in the claim under consideration.

6.4 TIE VOTES: In the event of a tie vote due to the absence of one Board member, the matter being voted upon will be deferred to the next scheduled CVC Board meeting.
ARTICLE 7
ETHICS AND CONFLICT OF INTEREST

7.1 DECLARATION: Each year all CVC Board members shall make a declaration in writing and deposit same with the CVC Program Coordinator any conflict of interest or appearance of conflict of interest of any kind that they might have with any person applying for victim compensation or with any other matter which the CVC Board will act upon in the normal course of its business. All CVC Board members shall make a declaration orally during a regular or special meeting of the CVC Board, to be included in the minutes, of any conflict of interest or appearance of conflict of interest of any kind that they might have with any person applying for victim compensation, or with any other matter which the CVC Board will act upon in the normal course of its business.

7.2 ABSTENTION FROM MOTIONS AND VOTING: A CVC Board member shall abstain from making a motion, seconding a motion, discussing a motion or voting on any matter in which the member has a conflict of interest or appearance of conflict of interest.

7.3 IMPROPER INFLUENCE: At no time shall a CVC Board member or any staff member take action to improperly influence the decision of a CVC Board member or staff member on any victim compensation application or other matter in which they have an interest or the appearance of interest.

7.4 RESPONSIBILITY OF MEMBERS AND STAFF: If a CVC Board member or staff member is aware of a conflict of interest or appearance of conflict of interest, they shall bring such conflict to the attention of the CVC Board. If a Board member does not make a declaration of a conflict of interest, then the decision as to whether a conflict of interest exists shall be made by a majority vote of the CVC Board.

7.5 PROHIBITIONS: No CVC Board member or staff member shall accept any stipend, fee, gratuity, or other consideration of any kind or nature from any person, unit, agency or organization for the purpose of influencing a vote, decision or recommendation on any matter before the CVC Board.

7.6 NOTIFICATION OF DISTRICT ATTORNEY: It shall be the responsibility of CVC Board members and staff to notify the District Attorney of any violation or attempted violation of this article. If substantiated, such a violation may be considered cause for immediate removal from the CVC Board.

7.7 TRANSFER OF DECISION MAKING AUTHORITY: Should two or more CVC Board members declare a conflict of interest or the appearance of a conflict of interest in any matter before the Board, that matter shall be forwarded by the CVC Program Coordinator or designee to a CVC Board in an adjacent judicial district in the State of Colorado with whom the 17th Judicial District has formed an agreement with for review and decision making. Disbursement of compensation funds for decisions made in this manner remains with the 17th Judicial District CVC Board.
ARTICLE 8
ADMINISTRATIVE FUNDS

8.1 ADMINISTRATIVE COSTS: Pursuant to C.R.S. §24-4.1-117(5), all monies deposited into the fund shall be used solely for the compensation of victims except that the District Attorney and the Judicial Administrator may use up to the amount allowed by statute of the CVC collections in the 17th Judicial District. Pursuant to statute, an aggregate of no more than 12.5% of new revenue will be deposited for administrative purposes. The District Attorney may use up to 10%; the Judicial District Administrator may use up to 2.5%.

8.2 USE OF DISTRICT ATTORNEY’S ADMINISTRATIVE FUNDS: The budget and expenditures for allowable administrative costs shall be governed by statute and the current set of Guidelines for Administrative Expenses for Victim Compensation programs.

8.3 DISBURSEMENT OF DISTRICT ATTORNEY’S ADMINISTRATIVE FUNDS: The CVC Board may authorize the Judicial District Administrator to disburse administrative funds to the District Attorney in one of the following ways:

A. With the agreement of the CVC Board, allowable expenses directly incurred by the District Attorney may be reimbursed by direct transfer of funds to the District Attorney’s funding source, or the Adams or Broomfield County Board of Commissioners. Specific reimbursable costs must be identified in the written financial records of the District Attorney, or;

B. With the agreement of the CVC Board and the Judicial District Administrator, the District Attorney may direct the payment of allowable expenses incurred, with said payments to be made by the Judicial District Administrator directly to the vendor; or

C. Unless otherwise prohibited, the District Attorney may establish a separate account held by the District Attorney’s Office to receive administrative funds for the expenditure of allowable costs, providing that this separate fund is subject to all generally accepted accounting principles, and is part of the audit obtained by the District Attorney’s Office.

8.4 USE OF JUDICIAL ADMINISTRATOR’S ADMINISTRATIVE FUNDS: The budget and expenditures for allowable administrative costs shall be governed by statute and the current set of Judicial Department Fiscal Policies and Procedures.

8.5 DISBURSEMENT OF JUDICIAL DISTRICT ADMINISTRATOR’S FUNDS:

A. The Court may transfer its administrative funds into personnel services and operating budget as reimbursement for victim compensation services in accordance with state Judicial Department policy.

B. The Chief Judge shall provide written authorization to the CVC Board on a quarterly basis for the disbursement of Judicial District administrative funds.

8.6 EXPENDITURE AGREEMENT: The CVC Board, District Attorney and Chief Judge or designee shall develop an annual written expenditure agreement and budget for the
disbursement of all administrative funds. This agreement will be reviewed at the beginning of the calendar year prior to the disbursement of administrative funds and will include only those expenditures allowed by statute. The expenditure agreement shall be subject to the availability of funds. Once adopted by the CVC Board, the budget and expenditure agreement will be considered a local encumbrance of CVC administrative funds. The agreement shall include a description of the manner in which administrative funds are expended or reimbursed.

8.7 **WRITTEN AUTHORIZATION:** The CVC Board shall provide written authorization to the Judicial District Administrator on a monthly basis for the disbursement of administrative funds to the District Attorney's office.

8.8 **ANNUAL EXPENSE REPORT TO THE CVC BOARD:** The District Attorney or designee and Chief Judge or designee shall provide the CVC Board with an annual report that documents actual administrative fund expenditures. This report shall provide sufficient details to determine the relationship of the expenditures to the administration of the victim compensation program.

8.9 **ANNUAL EXPENSE REPORT TO THE DIVISION OF CRIMINAL JUSTICE:** The CVC Board will provide a copy of the annual budgets and expenditure reports for the District Attorney and Judicial District Administrator’s administrative funds on an annual date and in a format determined by the Division of Criminal Justice.

8.10 **UNUSED ADMINISTRATIVE FUNDS:** Unused portions of the District Attorney and Judicial District Administrator’s administrative funds may be reserved for future use or may be transferred to the victim compensation program portion of the fund at the discretion of the District Attorney and Judicial District Administrator respectively.

8.11 **MAINTENANCE OF DOCUMENTATION:** The office that receives the funds will be responsible for maintaining documentation that is accessible and verifiable as to the administrative expenditures from the CVC Board.
ARTICLE 9
DISTRICT ATTORNEY’S OFFICE RESPONSIBILITIES

9.1 DISTRICT ATTORNEY: The District Attorney shall provide appropriate administrative and training assistance to the CVC Board and shall act as the legal advisor consistent with the Standards for the Administration of Crime Victim Compensation Programs and the CVC statute and as mutually agreed upon with the CVC Board. The level of assistance shall not deprive the Board of its authority to make independent decisions, nor shall it place an unreasonable burden on the District Attorney.

9.2 DUTIES OF THE DISTRICT ATTORNEY: The duties of the District Attorney or his/her designee include the following:

A. Appoint members to the CVC Board;

B. Designate a Chair;

C. Act as or designate a legal advisor to the CVC Board providing legal opinions and statutory interpretations as needed and/or requested by the Board;

D. Jointly develop with the CVC Board an annual written agreement that specifies the level of administrative assistance and legal advice that is mutually acceptable to the Board and the District Attorney;

E. Update the annual written agreement as needed;

F. Develop an annual written expenditure agreement and budget for the disbursement of District Attorney administrative funds;

G. Determine the manner in which administrative funds are to be disbursed and so inform the Board;

H. Provide the CVC Board with an annual report documenting actual District Attorney administrative fund expenditures as allowed by statute;

I. Review and comply with the federal grant and reporting requirements;

J. Provide to the Colorado Division of Criminal Justice a copy of the annual audit that includes federal victim compensation funds;

K. Participate in the annual review of financial and program policies and procedures with the CVC Board, the District Attorney's administrative personnel and legal advisor as the policies and procedures pertain to the responsibilities of the District Attorney;

L. Provide a representative from the District Attorney's office to conduct a review of the 17th Judicial District CVC surcharge assessments (collections) and a review of the
collection process with a representative(s) from the Judicial District Administrator’s office every three years beginning with the year 2001;

M. Conduct a periodic review of training needs for, and provide training to legal, and administrative staff; CVC Board members; especially new staff or Board members, on compliance with compensation statutes, standards, and By-Laws, Policies and Procedures of the 17th Judicial District Crime Victim Compensation Program.

N. Provide regular training to deputy district attorneys on the compensation statutes and the correct assessment of surcharges.

9.3 CVC PROGRAM COORDINATOR: Within the resources available, the District Attorney’s office shall provide a staff person to provide administrative assistance to the CVC Board.

9.4 DUTIES OF THE CVC PROGRAM COORDINATOR: In addition to other duties assigned, the CVC Program Coordinator or designee shall:

A. Schedule and attend all regular monthly and special meetings of the CVC Board;

B. Accept compensation applications from crime victims, witnesses and guardians;

C. Review applications for completeness and compliance with the compensation statute and standards;

D. Exercise limited authority as delegated to administratively deny or approve claims that meet specific criteria established by the CVC Board and in compliance with statute and standards:

E. Prepare paperwork necessary for CVC Board review of all administratively approved claims;

F. Prepare and post all Public Notice of meetings in the justice centers of Adams and Broomfield counties;

G. Assist the CVC Board Chair with the preparation of the meeting agendas;

H. Schedule reconsideration hearings upon request of the CVC Board;

I. Complete and distribute minutes of meetings to each CVC Board member;

J. Maintain documentation that is accessible and verifiable as to compensation expenses that have been approved by the CVC Board and paid to crime victims including compensation application, written bills and estimates and law enforcement offense report(s);

K. Maintain documentation that is accessible and verifiable as to the compensation encumbrances by claim and maintain a record of District Attorney’s administrative fund encumbrances;
L. Reconcile compensation expenses with the financial records of the Judicial District Administrator at least quarterly;

M. Maintain a record of signing authority for both compensation and District Attorney's administrative funds;

N. Request that any delegation of signing authority for compensation or District Attorney's administrative funds will be in written form signed by the Board member or by the District Attorney;

O. Compile, verify and summarize information submitted by the Judicial District Administrator for the monthly financial reports and for annual financial and program planning and review.

P. Review and comply with the federal grant and reporting requirements; and

Q. Provide public access to CVC Board By-Laws, Policies and Procedures and Board meeting minutes upon request.

9.5 DUTIES OF THE LEGAL ADVISOR: The legal advisor shall have the following responsibilities:

A. Provide the CVC Board legal advice as to statutory interpretations and legal opinions as needed and/or as requested by the CVC Board;

B. Attend meetings as appropriate.
ARTICLE 10
JUDICIAL DISTRICT ADMINISTRATOR RESPONSIBILITIES

10.1 JUDICIAL DISTRICT ADMINISTRATOR: The Judicial District Administrator shall serve as the financial officer of the CVC Fund and is responsible for carrying out all designated financial duties of the program in order to ensure compliance with state and federal laws and requirements.

10.2 DUTIES OF THE JUDICIAL DISTRICT ADMINISTRATOR: The duties of the Judicial District Administrator or designee include the following:

A. Develop a fund accounting system with an adequate method of internal controls to safeguard state and federal funds and assets;

B. Maintain separate documentation of federal and state fund deposits, disbursements, recoveries, and interest earned;

C. Insure that federal funds and interest are identified and documented by federal grant year and disbursed for eligible federal compensation fund expenses;

D. Maintain original written authorizations for all compensation and administrative fund disbursements;

E. Disburse funds only upon written authorization of the CVC Board, the District Attorney or the court in the case of the court’s administrative fund;

F. Maintain a record of signing authority for both compensation and administrative funds;

G. Request that any delegation of signing authority for compensation or administrative funds will be in written form signed by the Board member or official delegating the authority;

H. Issue payments on compensation claims and administrative requests within ten days of receipt of signed payment authorizations submitted by the CVC Board, the District Attorney’s office or designee;

I. Provide the CVC Board with monthly, quarterly and annual written reports regarding the status of the compensation and administrative fund in a manner that is mutually acceptable. Financial reports requested by the CVC Board shall be due on a date mutually agreed upon by all parties. The report shall include the following elements for all compensation and administrative funds:

1) A summary balance sheet with beginning and ending fund balances;
2) Amount of new funds collected;
3) The amount of recoveries deposited into the fund;
4) The amount of funds expended.

J. Act as the designee of the Chief Judge in developing an annual written expenditure
agreement and budget for the disbursement of court administrative funds;

K. Provide the CVC Board with an annual report documenting actual court administrative fund expenditures as allowed by statute;

L. Reconcile the compensation bank statement(s) to subsidiary ledger(s) monthly and provide reconciled revenue and expenditure records to the District Attorney's administrative personnel on a monthly basis. The expenditure records of the Judicial Administrator will provide sufficient information to reconcile the financial records of the District Attorney's office records with the program expenses approved by the CVC Board;

M. Provide a representative from the Judicial District Administrator's office to conduct a review of the 17th Judicial District CVC surcharge assessments (collections) and a review of the collection process with a representative(s) from the District Attorney's office every three years beginning with the year 2001. Review should include:

1. A review of a sample of files from each court to determine that fines, fees and surcharges are accurately being assessed.
2. A review of the court’s assessment of policies and procedures, and a determination of the percentage of fees and surcharges are being collected.
3. A review of other areas that may affect the assessment or collection of surcharges, such as case filings, diversion programs.
4. Compile recommendations for the Chief Judge for any improvements and a timeline for implementation of those recommendations.

N. Provide a written report of this three year review to the District Attorney, Chief Judge, CVC Board and the Division of Criminal Justice and to the Judicial Performance Commission;

O. Participate in the annual review of financial policies and procedures with the CVC Board, the District Attorney's administrative personnel and legal advisor as the policies and procedures pertain to the responsibilities of the Judicial Administrator;

P. Review and comply with federal grant and reporting requirements; and

Q. Provide the Colorado Division of Criminal Justice and Colorado State Judicial Department with financial reports.
ARTICLE 11
ADOPTION AND AMENDMENT
OF BY-LAWS

11.1 ADOPTION OF BY-LAWS: The CVC Board shall adopt By-laws that are set forth in writing, are dated and have been approved by a majority vote. These By-laws will be reviewed annually and will be amended as necessary. The CVC Program Administrator shall maintain written documentation of changes made and approved by a majority vote of the CVC Board.

11.2 PROCESS TO AMEND BY-LAWS: These By-laws may be amended at any regular or special meeting of the CVC Board by an affirmative vote of at least two-thirds of the appointed members. Written documentation will be kept of the dates of review, revision and amendments made to the By-laws.

ARTICLE 12
ROBERT’S RULES OF ORDER

12.1 PARLIAMENTARY MATTERS: All matters not covered by the By-laws, Policies or Procedures approved by the CVC Board shall be governed by Robert’s Rules of Order.
GLOSSARY OF TERMS

ADMINISTRATIVE APPROVAL
The Crime Victim Compensation Board allows the Coordinator/Administrator/Designee to approve claims that the Board has not reviewed prior if that claim does not require the Board to waive any requirements of the Statute and the applicant is requesting only mental health therapy for either a primary or secondary crime victim and would otherwise be appropriate for approval under Board Policy and Procedures.

ADJUSTED PAYOUT
Total amount of funds paid out during a reporting period. Does not include administrative expenses or recoveries.

APPLICANT
Person who applies to the compensation fund. In case of a primary victim's death, the term includes any person who was a dependent at the time of the death. In cases which the a victim is incapacitated or a minor child, the term includes legal guardian or lawful representative.

(see also CLAIMANT)

APPLICATION
A formal written request for victim compensation by an individual. If one compensation application covers three related victims from one crime, each of who is requesting compensation, that represents three claims.

(see also CLAIM)

APPROVED CLAIM
A claim where the recipient is determined to be eligible to receive victim compensation funds, even though the amount to be received may not be known or where some of the known expenses are covered by collateral sources (insurance, government assistance programs, etc.). If any portion of a claim is approved, it is considered an approved claim for reporting purposes.

ASSESSMENT
Limited number of sessions approved by the Board to determine on-going mental health encumbrances.

AWARD
Disbursement or approval of disbursement of compensation funds.

BLACKSTONE (BKLKSTN)
The computer data entry system that tracks criminal cases filed with a district attorney's office in Colorado for prosecution.

CASE NUMBER
Number assigned to offense reports by law enforcement agencies. Generally found on the top of the page of each offense report. Identifies the year the offense report was taken.
CASE SPECIFIC WAIVER
A waiver by the CVC Board of any of the requirements set forth in C.R.S. Sections 24-4.1-108 and 24-4.1-109(1) of the statute when such waiver has been determined by the Board to be for “good cause” or in the “interest of justice.”

CLAIM
A formal written request for victim compensation by an individual. If one compensation application covers three related victims from one crime, each of who is requesting compensation, that represents three claims.
(see also APPLICATION)

CLAIMANT
Person who applies to the compensation fund. In case of a primary victim’s death, the term includes any person who was a dependent at the time of the death. In cases which the a victim is incapacitated or a minor child, the term includes legal guardian or lawful representative.
(see also APPLICANT)

COLLATERAL SOURCES OF REIMBURSEMENT
Sources of funds available to the victim for expenses related to the crime, including, but not limited to, reimbursement by insurance providers, civil suits, or other sources.

COLORADO DEPARTMENT OF PUBLIC SAFETY (DPS)
The central agency where the Division of Criminal Justice is located.

COLORADO DIVISION OF CRIMINAL JUSTICE (DCJ)
The Colorado state criminal justice planning agency that oversees the disbursement of federal crime victim compensation funds as well as collects and compiles reports from each local judicial district to submit to federal agencies and the state legislature.

COLORADO OPEN MEETINGS LAW
State legislation which provides that the formation of public policy is public business and may not be conducted in secret (C.R.S. 24-6-401 and 402.)

COMPENSABLE CRIME
An intentional, knowing, reckless or criminally negligent act of a person or any act in violation of Colorado Revised Statute Section 42-4-1301(1) or (2), 14-4-1402, 42-4-1601 and if committed by a person of full legal capacity is punishable as a crime in Colorado and that results in residential property damage; bodily injury or death of another person; or loss of or damage to medically necessary devices. Compensable crimes also include federal offenses that are comparable crimes to crimes specified in Colorado Revised Statutes.
CONSTITUTIONAL AMENDMENT REGARDING VICTIMS RIGHTS
Legislation (Colorado Revised Statute 24-4.1-301) passed by the Colorado General Assembly that sets forth rights for victims of specific crimes and mandates specific services to be provided by components of the criminal justice system.

CONTINUATION CLAIMS
Claims which have been presented to the Board in a preceding reporting quarter and the CVC Board approved payments in the reporting quarter.

COORDINATING COMMITTEE
The governor appointed Victims’ Compensation and Assistance Coordinating Committee whose responsibilities include reviewing violation complaints of standards and implementation of the victim’s rights amendment.

CRIMINAL CASE NUMBER
Number assigned to criminal cases filed with the District Attorney’s Office for prosecution. Identifies the judicial district responsible for the prosecution of the case, the year the criminal case was filed and the court division the case was filed in.

For example:  
- Adult felony crimes 1700 CR 1234
- Misdemeanor crimes 1700 M 1234
- Traffic crimes 1700 T 1234
- Juvenile crimes 1700 JD 1234

C.R.S.
Colorado Revised Statute

CVC
Crime Victim Compensation

DA
Elected District Attorney

DDA
Deputy district attorney employed by the elected district attorney to prosecute criminal cases.

DEFENDANT
Person formally charged with a crime. (See also PERPETRATOR)

DENIED CLAIM
A claim where the recipient is determined to be eligible to receive crime victim compensation funds and the CVC Board denies any and all payment in the reporting quarter. Includes denial of claims in whole, not denial of payments in a claim that were previously approved.

DEPENDENT
Relatives of a deceased primary victim who, wholly or partially, were dependent upon the primary victim’s income at the time of death.
**DET**
Detective

**DLW**
Doors, locks and windows.

**ECONOMIC LOSS**
Net income lost by a primary victim due to the victim’s injury or death as a direct result of a criminal act.

**ENCUMBRANCE**
An unpaid obligation that has not yet been paid that the CVC Board is legally obligated to pay because Board members have approved a written treatment plan or estimate.

**FEDERAL GRANT FUNDS**
Funds received from the federal government via the Colorado Division of Criminal Justice (DCJ) for crime victim compensation. Federal funds are collected by the Federal Government as a result of surcharges assessed on white collar crimes committed and prosecuted.

**FEDERAL GRANT REQUIREMENTS**
The requirements for the use of federal crime victim compensation funds. The requirements are outlined in the DCJ administrative guide for federal crime victim compensation and annually provided to the CVC Program and Judicial Administrators.

**FELONY**
A crime that can result in a sentence to a term of years in prison, an extended period of probation, or payment of a fine. There are six classes of felonies and sentencing ranges for each felony class are determined the Colorado General Assembly.

**FUND**
Crime victim compensation fund established in each local judicial district. All monies paid as a surcharge levied in criminal actions pursuant to C.R.S. 24-4.2-100 as well as any federal or state monies that may be received from the governor of Colorado for the purpose of compensating claims received from victims and witnesses to crime.

**INJURY**
Impairment of a person’s physical or mental condition, including pregnancy.

**INTEREST INCOME**
The amount accrued from federal and state crime victim compensation funds.

**INV or IO**
Investigating officer

**JD**
Judicial District
LAWFUL REPRESENTATIVE
Any person designated by the victim or appointed by the court to act in the best interests of the victim.

LE
Law enforcement

LE AGENCIES: Law enforcement agencies serving the 17th Judicial District are as follows:

- ACSO  Adams County Sheriff's Department
- AURPD  Aurora Police Department
- ARVPD  Arvada Police Department
- BRMPD  Broomfield Police Department
- BRIPT  Brighton Police Department
- CCPD  Commerce City Police Department
- CSP   Colorado State Patrol
- FHPD  Federal Heights Police Department
- NGPD  Northglenn Police Department
- TPD   Thornton Police Department
- WPD   Westminster Police Department

LEGAL GUARDIAN
Any person appointed by the court to act in the best interests of a minor child or incapacitated victim.

LOCAL BOARD
The term used to refer to the Crime Victim Compensation Boards in each of the twenty-two judicial districts.

MENTAL HEALTH TREATMENT PLAN
Form required by Board to be completed by a qualified mental health treatment provider prior to approval or disbursement of CVC funds for a claimant requesting payment of mental health services directly related to a crime.

MENTAL HEALTH EXTENSION REQUEST
Form required by Board to be completed by a qualified mental health treatment provider for a claimant requesting payment of mental health services directly related to a crime beyond the initial approval or disbursement of CVC funds.

MISDEMEANOR
A crime that can result in a sentence that includes payment of includes payment of a fine, probation or a period of time in the county jail.

NATIONAL ASSOCIATION OF CRIME VICTIM COMPENSATION BOARDS (NACVCB)
National organization based in Washington D.C. that provides training and technical assistance to victim compensation programs.

NEW CLAIMS
Claims which are new and presented before the CVC Board during the reporting quarter.
“NO CONTACT” BOND PROVISION
A condition of bond that means a defendant cannot have contact with a victim by phone, letter or in person.

OR
Offense report

PAYMENTS OF CRIME VICTIM COMPENSATION
Payments that are made from the Crime Victim Compensation fund to victims, relatives, or service providers on behalf of a crime victim.

PAYMENT PATTERNS
The patterns resulting from judicial district specific payment limits that have been established by the CVC Board including, but not limited to, limits for specific types of services or limits for specific types of victimizations.

PD
Police department or public defender, dependent upon the context used.

PENDING ELIGIBILITY
Claims which have been entered into the computer system but do not have sufficient information to be presented to the CVC Board at the end of a reporting period.

PERPETRATOR
Person formally charged with a crime. (See also DEFENDANT)

PRIMARY VICTIM
An individual against whom a crime was perpetrated or attempted, unless the person is accountable for the crime or a crime arising from the same conduct, criminal episode, or plan as crime is defined under Colorado Revised Statutes or laws of the United States. As a result of the criminal act or attempt, the individual has suffered property damage, economic loss, bodily or emotional injury or death.

- Also may be an individual who is a resident of Colorado and who was a victim of a crime that occurred outside the state, and the crime would be a compensable crime had it occurred in Colorado and the state or country in which the crime occurred does not have crime victim compensation program for which the victim is eligible or the crime victim compensation program does not provide for a loss that is compensable under Colorado statute.

- Includes persons who are residents of Colorado who are injured or killed by an act of international terrorism as defined by 18 U.S.C. Section 2331 committed outside of the United States.
PROBATION
The supervision, under specific conditions, of a person convicted of a crime as an alternative to imprisonment.

PROPERTY DAMAGE
Damage to windows, exterior doors, locks or other security devices or a residential dwelling, including leased residential buildings.

PROTECTION ORDER
A legal order issued by a civil court to protect a person being abused or threatened by another. There exists limited protection orders in criminal cases specific to named victims and witnesses prohibiting the defendant from contact for the purposes of intimidation, threats or harassment specific to testimony in the criminal case.

QUORUM
A quorum is at least two of the three appointed CVC Board members.

RECOVERIES
All credits against previous expenditures including, voided checks, funds from civil suits to recover damages, refunds from overpayment or subrogation agreements and restitution.

REFUND
Any monies that are returned to the compensation fund due to overpayments.

RELATIVE
A primary victim’s spouse, any child(ren) by birth or adoption, any stepchild(ren) parent, grandparent, stepparent, grandchild, sibling, spouse’s parents, legal guardian, significant other a lawful representative or any person who has a family-type relationship with the primary victim.

REPORTING AGENCY
The law enforcement agency to whom a crime was reported.

RESTITUTION
The dollars an offender is court ordered to pay to reimburse a victim, service provider, or victim compensation fund for actual expenses incurred as a result of a crime.

REVENUE
All fees ordered by the court, accrued state or federal interest, contributions or donations, federal grant funds.

RO
Responding officer. May also be used as an abbreviation for reporting officer.

RP
Reporting party. Usually the person who calls for or requests law enforcement assistance.
SECONDARY VICTIM
Any person who is related to or a dependent of a primary victim, as primary victim is defined by statute. May also be any person who attempted to assist or assisted a primary victim.

STATEMENT OF GRANT AWARD (SOAGA)
Written notification received by local crime victim compensation boards from the Colorado Division of Criminal Justice of federal grant funds.

STATE FUND
As defined in C.R.S. Section 24-4.1-119 all monies paid in a local judicial district as a surcharge levied on criminal convictions; all monies received from any action or suit to recover damages from an assailant for a compensable crime which was the basis for an award of, and limited to, compensation received; and any restitution paid an assailant to a victim for damages for a compensable crime which was the basis for an award received and for damages for which the victim has received an award of, and limited to, compensation received.

SUBPONEA
A written court order issued to a victim or witness of a crime under the authority of any court in the state of Colorado or of the United States to appear and give truthful testimony in a court proceeding.

SUMMONS
A written court order issued to a perpetrator charged with violating a Colorado statute(s) under the authority of any court in the state of Colorado or of the United States to appear in court.

SUS    Suspect.

UNABLE TO PROCESS
Claims which were never presented to the CVC Board due to a lack of response from the applicant or claimant regarding what they needed, i.e. no bills submitted.

UNADJUSTED PAYOUT
Total amount of funds paid out during a reporting period.

UNCLAIMED RESTITUTION
Restitution that has been remitted to the County Clerk’s office and has remained unclaimed by the designated victim(s) for two years.

UNPAID OBLIGATION
A fiscal encumbrance that the CVC Board is legally obligated to pay because Board members have approved a written treatment plan or estimate but which has not yet been paid.

VICTIM & WITNESS ASSISTANCE AND LAW ENFORCEMENT (VALE)
Program created by statute, administered through the District Attorney’s Office and governed by five members appointed by the judicial district chief judge to allocate monies collected through the courts to programs providing direct services to victims of crime in each local judicial district.
VICTIMS OF CRIME ACT (VOCA)
Program created by federal statute and administered through the Colorado Division of Criminal Justice. Source of federal compensation funds to assist victims and witnesses of crime in each local judicial district. Local compensation boards are eligible to receive funds according to the federal fiscal year which is October 1 through September 30.

VICTIM SAFETY
The ability of a crime victim to remain unharmed.

VOID CHECKS
Checks which have been issued and are returned to the CVC Program and have not been cashed by the applicant or service provider. This includes “stop payments.”

V  Victim
W  Witness