

C.G.S. Section 54-220 establishes the foundational duties that VSAs perform:

- Provide initial screening of each personal injury case,
- Assist victims in the preparation of victim impact statements,
- Notify victims of their rights,
- Provide information and advice to victims to assist such victims in exercising their rights throughout the criminal justice process,
- Direct victims to public and private agencies for service,
- Coordinate victim applications to the Office of Victim Services, and
- Assist victims in the processing of claims for restitution.

C.G.S. § 54-220a assigns VSAs to the BOPP. Their duties, which resemble those performed in a court, are delivered within the BOPP on cases spanning parole, commutations, and pardons. VSAs provide services and advocacy for victims prior to, during, and following BOPP hearings. They also offer assistance and information to victims navigating BOPP processes.

While assisting a victim, BOPP VSAs engage a variety of sources while gathering information to provide advocacy and services to victims, including potentially consulting and coordinating with court-based VSAs, OVS Victim Compensation Program staff, and others internal or external to OVS who may have assisted the victim. Below is the distribution of victim services from BOPP VSAs.

**Figure 1** Distribution of BOPP VSA services to victims (N=13,025), FY 2024-25

