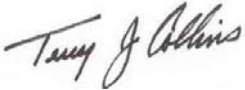


STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT:	PAGE 1 of 5
Victim Coordinators	NUMBER: 03-OVS-03
RULE/CODE REFERENCE:	SUPERCEDES: 03-OVS-03 Effective 03/27/2006
RELATED ACA STANDARDS:	EFFECTIVE DATE: March 15, 2007
RELATED AUDIT STANDARDS:	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Ohio Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as he/she prescribes.

II. PURPOSE

The purpose of this policy is to outline and establish responsibilities to be performed by ODR&C Institutional and Adult Parole Authority (APA) Victim Coordinators. This will assist Victim Coordinators in carrying out their mission of responding to victim issues through support, intervention and education in partnership with the Office of Victim Services (OVS).

III. APPLICABILITY

This policy applies to all Institutional and APA staff performing duties in the position of Victim Coordinator.

IV. DEFINITIONS

- A. **Cease & Desist**: Order for inmate to stop contact, either written or by telephone, with an individual, as requested by that individual. This individual may or may not be the instant victim of the inmate's offense.
- B. **No Contact Order**: Order for offender on parole, transitional control or post release control to have no communication with instant victim or other individual who so requests it. A no contact order may be issued by Parole Board for victim of instant offense without request or approval of victim.
- C. **Office of Victim Services**: Office within DRC created for the purpose of assisting victims of offenders who are under the Department's jurisdiction.

- D. **Staff Victimization**: Physical, emotional, or other injury or threat of injury to staff by either an inmate, parolee, or other staff member.
- E. **Victim**: A person who has been directly or indirectly impacted by a criminal act committed by an offender.
- F. **Victim Coordinator**: A staff member employed by one of DRC's institutions or APA offices appointed to specialize in victim services, in addition to his/her regular duties.
- G. **Victim Offender Dialogue**: Provides victims of violent crime the opportunity for a structured, face-to-face meeting with the offender(s) of their crime in a secure, safe environment, in order to facilitate a healing and recovery process. This dialogue also focuses on the harm done to the victim and the offender's responsibility in the reparation of that harm.

V. **POLICY**

It is the policy of the Department of Rehabilitation and Correction that any staff performing official duties as the Victim Coordinator at his/her respective work site shall operate within the mandatory guidelines provided below. Additionally, optional duties may be performed at the Victim Coordinator's discretion, following the approval of the Warden or APA Regional Administrator and OVS. It is the responsibility of the Coordinator to ensure that his/her role as a Victim Coordinator will not interfere with the performance of his/her primary duties.

VI. **PROCEDURES**

1. **MINIMUM STANDARDS**

- A. Each Departmental institution and APA Office shall appoint one staff member to serve as the Victim Coordinator, in addition to his/her regular duties, with a back up Coordinator assigned when needed, as determined by the appropriate Warden or APA Regional Administrator or designee.
- B. The Warden or designee or Regional Administrator or designee will be responsible for the final selection of a Victim Coordinator within their respective work sites. The Warden or Regional Administrator or designee will determine the appropriate method for selecting Victim Coordinators, whether by application, individual staff solicitation, etc.
- C. Four centralized meetings will be conducted each year to provide the Victim Coordinator with education, training and information. It is mandatory that the Victim Coordinator and/or Co-Coordinator or representative attend at least three of these four meetings.
- D. If there is a scheduling conflict, it is the responsibility of the Coordinator to contact the Victim Advocate from the Office of Victim Services who is facilitating the meeting, whether it is centralized or regional and inform him/her of the situation.

- E. In-Service Training: Victim Coordinators will periodically provide training to staff on victim issues.
- F. Each Victim Coordinator will be required to attend 16 hours of additional victim-related training throughout the calendar year. *Two Days in May* would be an example of this training.
- G. The OVS will develop a victim sensitivity handbook which will be made available to each Victim Coordinator. This will outline appropriate verbal and personal interactions with victims, as well as expected behavior at meetings, victim services functions, etc. deemed appropriate by the Administrator of OVS. If a problem should occur, the OVS Administrator will be made aware of the situation and will discuss the matter with the Coordinator in question. If deemed necessary, the OVS Administrator will notify the appropriate Warden or Regional Administrator or designee of the situation in question.

2. REQUESTED INVOLVEMENT FROM OVS

- A. Victim Conference Day: Once each month, OVS coordinates Victim Conference Day. A three-month advance schedule of these days will be made available to each Coordinator identifying the dates of Victim Conference Day and the Advocate in charge. If a Coordinator is interested in participating in Victim Conference Day, he/she will contact OVS and register as a volunteer for the day. A brief over-view of the procedures for the day will then be sent to the Coordinator, so he/she is aware of the expectations ahead of time. This is a day-long event in which the Coordinators support families while providing information and crisis intervention, when necessary, to victims who are meeting with a Parole Board representative that day.
- B. Cease & Desist: When the inmate is making unwanted or inappropriate contact with the victim, the victim will request, in writing, that this contact be stopped. OVS will contact the Victim Coordinator at the prison in which the inmate is housed and request that the Coordinator investigate whether or not the contact is actually taking place and then administer a **Cease and Desist Order** on form DRC 2575. If a victim is registered for notification with OVS, a copy of that order will be sent to the OVS.
- C. No Contact: In a similar fashion, a victim may request that the parolee discontinue any contact with them once the offender is released onto Parole, Post Release Control or Transitional Control. OVS will contact the Parole Officer who supervises the offender to request the condition or sanction. In this capacity, OVS may also contact the Victim Coordinator in that APA Office to ensure that the request is being handled in a timely and sensitive manner. The Victim Coordinator shall provide assistance to the Parole Officer with any interactions he/she may have with the victim, if requested.
- D. Victim Photos or other Belongings: When a victim or guardian of a victim requests, institution staff may confiscate photos of victims or other personal belongings of the victim(s) that the inmate may have in his/her possession. All such requests shall be made by contacting OVS or the institution directly through the Victim Coordinator and Institution Investigator. Such items may also be confiscated if the inmate having them

causes disruption of the operation of the institution. The inmate may only have photos or other personal belongings of the victim(s) with the victim(s) approval or if those items are part of their legal information and necessary for future proceedings on his/her case. In circumstances regarding legal proceedings, photos of the victim(s) or other personal belongings must be maintained in a manner to be determined by the warden or designee and not displayed in their living quarters in any manner. All items removed shall be documented on a Contraband Control Slip (DRC4086). Items removed from an inmate's possession at the request of a victim or their guardian shall be returned to the victim or guardian. If the institution has removed victim-related belongings, they shall be sent to OVS.

- E. Quarterly Reports: Each Victim Coordinator will be responsible for submitting a Quarterly Report to OVS, detailing victim involvement for the previous quarter. The report will contain statistical information deemed necessary by the OVS.
- F. Committee Participation: Victim Coordinators are encouraged to represent OVS on various committees operating throughout the Department. Approval to do so must be granted by the appropriate administrators and OVS.
- G. Victim Offender Dialogue: Victim Coordinators will assist OVS and dialogue facilitators in certain logistics related to dialogues, e.g. gate passes, appointments with inmate, meeting space, etc.

3. DUTIES REGARDING VICTIMS

- A. Staff in Institutions and/or APA offices are encouraged to refer all inquiries from victims to the Victim Coordinator. All victim inquiries should be handled in a timely, professional manner.
- B. Coordinators are also encouraged to maintain contact with Victim/Witness programs in the local community, as their schedules permit. Activities may include shadowing the county advocate and vice versa. Other community involvement may include candlelight vigils; volunteering to make presentations to such organizations as MADD, POMC, domestic violence shelters, and rape crisis centers; providing information at county fairs or other venues with information booths; and attending any other victim-oriented activities. Any outside activities that require flexing of work hours must be approved by the Warden, APA Region Administrator, or designee.

4. DUTIES REGARDING DRC STAFF

- A. Any staff member who is victimized should be informed of the role of the Victim Coordinator and given the opportunity to speak to the Coordinator or any staff of OVS if desired, per Department Policy 03-OVS-01, Crime Victims.
- B. The Victim Coordinator should serve in an advisory role to other staff and act as the liaison to assist outside agencies. The Coordinator shall be accessible to other staff members obtaining victim information, such as victim impact statements, investigation

information, etc. In this role, they are providing support and not relinquishing confidential information. It is the responsibility of the Victim Coordinator to make his/her presence known to other staff and inform them of their role and availability.

- C. Pre-Service Training: Victim Coordinators may periodically be called upon to provide weekly pre-service training at the Corrections Training Academy. A schedule of pre-service activities will be provided to all Coordinators. Any interested Coordinator should contact OVS to schedule a day that he/she will provide training.

5. DUTIES REGARDING OFFENDERS

- A. Victim Offender Dialogue: Victim Coordinators will provide assistance in victim/offender dialogue per Department Policy 03-OVS-02, Victim Offender Dialogue.
- B. Victim Awareness Programs: Victim Coordinators will assist in the development and implementation of a Victim Awareness program for offenders.
- C. Visitation of Offender and Victim: Inmate visitation must be in accordance with the Department Policy 76-VIS-01, Inmate Visitation. The Warden/designee may contact the Office of Victim Services for consultation regarding visitation, in which case the Office will provide a written opinion. The Warden/designee shall grant final approval.
- D. Prison Rape Elimination Act (PREA): Victim Coordinators are designated as support persons for inmates who have been sexually assaulted while incarcerated, per Department Policy 79-ISA-01, Inmate Sexual Assault and Misconduct.
- E. Victim Coordinators shall have access to offender records as needed.