



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
7/18/08

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1 of 11

NUMBER
DOC 390.300

POLICY

TITLE
VICTIM SERVICES PROGRAM

REVIEW/REVISION HISTORY:

Effective: 9/6/99
Revised: 4/24/06
Revised: 4/30/07
Revised: 7/18/08

SUMMARY OF REVISION/REVIEW:

Major changes. Read carefully!


APPROVED:

Signature on File

ELDON VAIL, Secretary
Department of Corrections

6/14/08

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 9.94A.610](#); [RCW 9.94A.620](#); [RCW 72.09.340](#); [ACA 4-4447](#); [ACA 7F-06](#); [DOC 340.000 Escorted Leaves and Furloughs for Offenders](#); DOC 400.100 Reporting of Incidents and Significant Events

POLICY:

- I. The Victim Services Program will notify eligible victims, witnesses, and concerned community members, as required by statute, when specific offenders:
 - A. Escape, [4-4447] [7F-06]
 - B. Are apprehended and returned to custody following an escape, [4-4447] [7F-06]
 - C. Are transferred to a Work Release facility,
 - D. Are returned to Prison from a Work Release facility,
 - E. Are furloughed from a Department facility, [4-4447] [7F-06]
 - F. Submit a release plan,
 - G. Are paroled or released to the community from a Department facility, [4-4447] [7F-06]
 - H. Leave a facility for certain escorted trips or placements in the community, or [4-4447] [7F-06]
 - I. While confined in a Department facility, are subject of a hearing conducted by the Indeterminate Sentence Review Board, the Clemency and Pardons Board, or a court.
 - J. While being supervised on community custody by the Department using Global Positioning System (GPS) Monitoring, are the subject of a request for a Secretary's Warrant of Arrest.
- II. The Victim Services Program will receive referrals to review the supervision plans of certain high risk offenders and may provide services or assistance to persons identified as being at risk of harm from those offenders.
- III. The Victim Services Program may assist victims and other concerned community members in developing safety plans for implementation when specific, high risk offenders are released from confinement or under supervision in the community.

DIRECTIVE:

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I. Victim/Witness Notification Services


A. Eligibility

1. When an offender is convicted of a violent, sex, serious drug, or felony harassment offense and is sentenced to confinement in a Department facility, the following individuals will be given an opportunity to enroll in the victim/witness notification service:
 - a. The victims and witnesses of those crimes,
 - b. The next of kin in homicide cases,
 - c. Anyone identified in writing by the Prosecuting Attorney, and/or
 - d. Any person who requests in writing to be notified about a specific offender.
2. The End of Sentence Review Committee will notify the Victim Services Program of the name, address, and telephone number, if available, of any additional potential victims identified in the End of Sentence Review process per DOC 350.500 End of Sentence Review/Post Confinement Review. Those identified may be invited to enroll in the victim/witness notification service or offered other services as needed.
3. Victims, witnesses, and concerned community members will be enrolled in the victim/witness notification service when they send a written request to the Victim Services Program. Electronic submissions will be accepted.


B. All victim/witness notification service information will be maintained in a confidential manner to protect the enrollees.

C. The assigned Community Corrections Officer (CCO)/designee will complete the Victim/Witness List on Offender Based Tracking System (OBTS) DV01 within 30 days from the date of assignment for every violent, sex, and felony harassment offense, as well as any serious drug offenses as defined in RCW 9.94A.610. A check date will be entered and tracked on the electronic record.


1. In cases in which a Pre-Sentence Investigation (PSI) has not been ordered, Victim Services Program staff will send Victim/Witness List assignments to the appropriate Field Office. Upon receipt, local Assignment staff will assign a CCO to complete the Victim/Witness List within 10 business days. The CCO/designee will coordinate with the Prosecutor's Office or court so a Judgment and Sentence and a copy of any victim impact statement, witness lists, and other pertinent documents are provided.

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2. In cases in which a PSI has been ordered, the CCO who completes the investigation will also complete the Victim/ Witness List.
 3. The CCO/designee will identify victims and witnesses by obtaining names, addresses, and telephone numbers from the County Clerk's/Prosecutor's files and/or police reports. Contact may be made with the county Victim/ Witness Assistance Program to determine other eligible victims and witnesses.
 4. Copies of all victim impact statements obtained while developing Victim/Witness Lists will be faxed or mailed to the Victim Services Program.
 5. When only law enforcement personnel are identified as witnesses, the CCO/designee will make an "L/E only" entry on OBTS DT08, and include the cause number, the date of the entry, and his/her initials.
 - a. If any law enforcement personnel are also identified as victims, a Victim/Witness List is required.
- D. All Victim/Witness List disclosure requests should be routed through the Victim Services Program. Information contained in Victim/Witness Lists is sensitive and should be handled carefully.
- E. Upon receipt of a Judgment and Sentence verifying that an offender has been sentenced to Prison, the CCO will coordinate mailing of DOC 16-199 Invitation Letter and P127 Victim Services Program (Attachment 1) to the potential enrollees listed on OBTS DV01. Invitation letters will be mailed, with Spanish versions as appropriate, within 30 days from receipt of the information. Copies will be forwarded to the Victim Services Program.
1. Check dates entered on the electronic record will be closed only after the invitation letters are mailed.
 2. Victim Services Program staff will acknowledge receipt of the letters on OBTS DT08. Electronic copies of letters retained on local computer drives should then be deleted, and any paper copies of letters, lists, and other documentation gathered while developing Victim/ Witness Lists destroyed.
- F. Notification
1. The Victim Services Program will conduct all notifications to persons who enroll in the program. Written notification required by RCW 9.94A.610, RCW 9.94A.612, and RCW 72.09.340 will be sent by certified mail.

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2. Prior to offender movement, Records staff will enter specific movements on OBTS DT22 to alert Victim Services Program staff, who will notify the appropriate enrollees. Movement will be entered:
 - a. At least 45 days prior to the offender's Earned Release Date (ERD) when the electronic record indicates the offender is VW Eligible.
 - 1) Records staff will update OBTS DT22 if a release plan is later approved or modified, or if it is later determined that the offender will be released on his/her Maximum Expiration date.
 - b. At least 35 days prior to transfer to Work Release when the electronic record indicates the offender is VW Eligible, or 15 days prior to transfer if the offender was convicted of serious drug offenses that are not Class A offenses.
3. Records staff serving the facility in which the offender is housed will immediately notify the Victim Services Program when the offender:
 - a. Is granted emergency furlough, or escorted leave for a bedside visit or funeral, per DOC 340.000 Escorted Leaves and Furloughs for Offenders,
 - b. Is approved for Extraordinary Medical Placement,
 - c. Is approved for in-custody transport from the facility to attend a court proceeding, with the notification including the date of a scheduled hearing,
 - d. Is released on an appeal bond or a vacated/modified sentence,
 - e. Escapes,
 - f. Is apprehended following an escape, or
 - g. Dies during confinement.
4. As soon as possible after the following changes in the status of eligible offenders are known, the Victim Services Program will notify appropriate enrollees when the offender:
 - a. Is released on an appeal bond or a vacated/modified sentence,
 - b. Is granted emergency furlough,
 - c. Is granted escorted leave for a bedside visit or funeral,
 - d. Is approved for an Extraordinary Medical Placement,
 - e. Is transported from a Department facility, while still in custody, in order to attend a court proceeding,
 - f. Is scheduled for a hearing conducted by the Indeterminate Sentence Review Board or the Clemency and Pardons Board,

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- g. Escapes,
 - h. Is apprehended following an escape,
 - i. Absconds from community custody while on GPS Monitoring, or is apprehended after absconding, or
 - j. Dies during confinement.
5. At least 10 days prior to movement/release of offenders convicted of serious drug offenses, and 30 days prior to movement/ release for all other eligible offenses, the Victim Services Program will notify appropriate enrollees when the offender:
- a. Transfers from Prison to Work Release,
 - b. Transfers from Work Release to Prison after being terminated,
 - c. Paroles from a correctional facility,
 - d. Is released on community placement or community custody, or
 - e. Completes a sentence of total confinement served in a Department facility.
6. Notification of Proposed Addresses for Sex Offenders and Dangerous Mentally Ill Offenders (DMIOs)
- a. A copy of the Offender Release Plan (ORP) for sex offenders and Dangerous Mentally Ill Offenders will automatically be routed to the Victim Services Program when it is assigned to the Field for investigation.
 - b. Victim Services Program staff will notify appropriate enrollees of the proposed release address as soon as the ORP is received.
- G. Concerns related to victim safety will be weighed heavily when evaluating the proposed Offender Release Plan, and may result in the implementation of a victim wrap around or other safety planning process as determined by the Victim Services Program Manager.
1. Victim Services Program staff will enter submitted community concerns on the electronic record. This information will be used for case management, release planning, and supervision plan development.
- a. The Counselor and assigned CCO will be notified of community concerns via automated email alerts and will:
 - 1) Evaluate and update the offender's classification, programming, supervision, and any pending release plan for appropriateness relative to the community concerns, and

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- 2) Inform Victim Services Program staff that the community concerns chrono has been reviewed.
- b. If the Victim Services Program receives community concerns after an ORP has been approved, program staff will notify the CCO.
 - 1) The CCO, in consultation with other members of the re-entry team, will re-evaluate the release plan for appropriateness relative to the community concerns.
 - 2) If the ORP is denied after re-evaluation, the Victim Services Program will be notified.
 - 3) Victim Services Program staff will notify appropriate enrollees of the status of the release plan.
2. Victim Services Program staff will be available to work with CCOs and Counselors to provide additional information as necessary.
 3. Staff who become aware of any threats made by an offender will immediately report the information to the Victim Services Program. The Victim Services Program Manager will assess the information and determine if notification is necessary under a duty to warn.
- H. Escape from Prison or Work Release
1. When an escape occurs during normal work hours:
 - a. Staff at the facility from which the escape occurred will follow normal escape procedures, including telephoning the Victim Services Program to report the escape within one hour of the declaration of the offender's escape status.
 - b. Once notified of the escape, Victim Services Program staff will immediately begin contacting appropriate enrollees by telephone.
 2. When an escape occurs after normal work hours:
 - a. The WCC Shift Lieutenant will immediately, but no later than 4 hours after discovery of the escape, ensure notification by telephone is attempted for appropriate enrollees.
 - b. The WCC Shift Lieutenant will document all contacts and attempted contacts on DOC 21-720 After Hours Escape Information Sheet

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and forward to the Victim Services Program, via fax or email, by the following normal workday.

c. Victim Services Program staff will follow up with written notification to the enrollees.

3. Upon apprehension, Records staff serving the facility from which the offender escaped will update OBTS DT22 to notify Victim Services Program staff, who will immediately notify the enrollees.

I. Abscond from Community Custody While on GPS Monitoring

1. When the Victim Services Program receives notice that a Secretary's Warrant has been requested for an offender being supervised by the Department on community custody using GPS Monitoring equipment, Victim Services staff will immediately initiate attempts to contact by telephone all enrollees for that offender.

2. Outside of normal business hours, contact by telephone with enrollees will be attempted by the Victim Services Program Manager or designee.

3. Victim Services Program staff will initiate attempts to notify enrollees immediately after receiving notice that a Secretary's Warrant has been cancelled or the offender apprehended.

4. All telephonic notification conducted under this subsection will be confirmed through written notification mailed promptly to enrollees.


II. Threatening Behavior/Victim Services Program Referral

A. Counselors/facility CCOs will refer directly to the Victim Services Program any offender who does not require a referral to the End of Sentence Review Committee under DOC 350.500 End of Sentence Review/Post Confinement Review, but is considered a high risk to re-offend because s/he is either:

1. Exhibiting threatening behavior toward a past or potential victim, or
2. Pursuing a relationship with a past victim.

B. An offender will not be referred to the Victim Services Program if:


1. S/he is pursuing a relationship with a past victim and it has been independently verified through direct and private communication with the victim that s/he is an adult who freely consents to the relationship,
2. The targeted person is a past victim of the offender and there has been no

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indication of threatening behavior (e.g., threats of harm or actual harm, intimidation, fixated behavior, violations of court orders) since the crime itself, or

3. The targeted person is not a past victim of the offender, and there has been no indication of threatening behavior after any crime for which the offender is currently in Prison.
- C. Victim Services Program referrals will be made using DOC 07-028 Threatening Behavior/Victim Services Program Referral. The referral must either include documentation of the threatening behavior or note the relevant records which document the behavior.
- D. Cases referred to the Victim Services Program will be assigned for investigation to the Community Victim Liaison (CVL) serving the community in which the victim resides.
1. The Community Victim Liaison will:
 - a. Review the referral and related file materials to assess the targeted person's service needs,
 - b. Contact the targeted person as needed to complete the assessment, and
 - c. Arrange to provide the needed services.
 2. The Community Victim Liaison's involvement in the case, including the need to be involved in any further release planning, will be documented on the electronic record.
 3. Detailed information regarding the needs assessment, victim contact information, and service plan will be documented in a protected chrono entry.
 4. Victim Services Program interventions may include:
 - a. Enrollment in the victim/witness notification service,
 - b. Individual safety planning for victims,
 - c. Referral to appropriate social and legal services, and/or
 - d. Facilitation of victim wrap around services.

III. Victim Wrap Around Services


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- A. Under no circumstances should the offender or person(s) acting on the offender's behalf be informed of or participate in victim wrap around services.
- B. The Community Victim Liaison will, in consultation with the victim, facilitate all integrated safety plan development meetings.
- C. The wrap around team usually includes the following members:
 1. The Community Victim Liaison contacts and invites victim wrap around team participants, explains the safety planning process, facilitates the meeting, and enters all chronos related to the safety planning meeting.
 2. The Counselor provides information about offender's activities while incarcerated, which may include programming, attitude, and infractions.
 3. The CCO provides information regarding the offender's risk assessment, supervision process, and conditions imposed by the court and the Department, and incorporates any conditions imposed as a result of the wrap around process into the offender's re-entry plan.
 4. Re-entry Specialists provide expertise about the offender's re-entry process in areas including supervision enhancements, treatment requirements, transportation, housing, etc.
- D. Others may also be included as part of the wrap around team at the discretion of the victim and the Community Victim Liaison, including, but not limited to:
 1. Local law enforcement officers,
 2. Victim advocates and other support persons, and
 3. Treatment providers.
- E. Following the completion of an integrated safety plan, the Community Victim Liaison will document victim wrap around services on the electronic record using the WA chronological event type, which will set the Victim Wrap Around field to yes in the offender's header. Details of the safety plan will be documented only in protected entries in the electronic record.

DEFINITIONS:

The following words/terms are important to this policy and defined in the glossary section of the Policy Manual: Community Concerns, Felony Harassment Offense, Victim, Witness. Other words/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

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[P127 Victim/Witness Notification Program \(Attachment 1\)](#)

DOC FORMS:

[DOC 07-028 Threatening Behavior/Victim Services Referral](#)

[DOC 16-199 Invitation Letter](#)

[DOC 21-720 After Hours Escape Information Sheet](#)