


STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT:	PAGE <u>1</u> OF <u>3</u>
Victim Awareness Program	NUMBER: 03-OVS-05
RULE/CODE REFERENCE: ORC 5149.101	SUPERSEDES: 03-OVS-05 dated 04/30/09
RELATED ACA STANDARDS: 4-4461-1; 4-APPFS-2F-01	EFFECTIVE DATE: April 6, 2010
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the 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 the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish operational policies and procedures for the Victim Awareness Program.

III. APPLICABILITY

This policy applies to all persons employed by the Department of Rehabilitation and Correction, primarily Victim Awareness Program facilitators and volunteers.

IV. DEFINITIONS

Facilitator - An individual trained in conducting the Victim Awareness classes for offenders in the institutions and parolees supervised by the parole regions.

Victim Awareness Classes - Classes offered within the institution and APA offices in which offenders participate in order to understand the impact that crime has on victims.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction that all institutions and Adult Parole Authority Regions make the Victim Awareness Program available to offenders.

VI. PROCEDURES

A. Facilitator Selection and Training

1. Recruitment/Screening

The Office of Victim Services (OVS) shall notify institutions and Adult Parole Authority Regions of upcoming training courses. Applications shall be accepted just prior to each training session. Selection shall be made based upon current program needs and recommendations from the Managing Officers.

2. Facilitator Training

The OVS shall provide training for new and existing facilitators to gain the information/experience necessary to meet the needs of the program. In order to facilitate the program, the facilitator must be trained and certified by the OVS on or after August 1, 2009.

3. It is preferred that the Victim Awareness Program be co-facilitated by two staff members. In the instance of co-facilitation, at least one co-facilitator must have completed the OVS Victim Awareness Facilitator training. In the instance of only one facilitator, that facilitator must have completed the OVS Victim Awareness Facilitator training. All new and existing facilitators will refer to Department Policy 02-REN-02, Reentry Programs, to submit required paperwork regarding program facilitation.

4. Certified facilitators must attend an annual meeting conducted by OVS.

B. Program Structure

1. Program Evaluation

Facilitators will participate in any program evaluation implemented by the OVS, which shall include the ongoing required submissions of program completion reports.

2. Number of Sessions

Each institution is responsible for conducting at least two programs of Victim Awareness Classes per year. Each program shall consist of a thirteen chapter curriculum provided by the OVS. Duration of classes may vary beyond the required thirteen weeks.

3. Waiting Lists/Completion Lists

Each facilitator will maintain a list of offenders who are recommended for the program and a list of offenders who have successfully completed the program. Offender eligibility into the program shall adhere to the guidelines of Department Policy 02-REN-01, Prison Reentry Assessment and Planning, insofar as prioritizing offenders into the program.

4. Facilitators will also submit a report within 14 calendar days of program completion to OVS indicating the names and numbers of inmates who have successfully completed the program.

5. Removal of offenders

If any offender does not follow the guidelines established by the facilitator of the program, the offender may be removed from the program.

6. Volunteers

- a. A list of volunteers will be maintained at the OVS.
- b. Prior to scheduling a victim impact speaker, the facilitators will check the DOTS Portal volunteer screens to verify the current status of the volunteer and check for suspensions and/or limitations for any institution or APA region.
- c. Any potential volunteer impact speaker for the victim awareness program shall complete the necessary paperwork as outlined in the Department Policy 71-SOC-01, Recruitment, Training and Supervision of Volunteers.
- d. Facilitators must notify the OVS of any problems or concerns about volunteers. The removal of a volunteer from a program will be at the discretion of the OVS.