

<b>State of Vermont Agency of Human Services Department of Corrections</b>	<b>Title: Victim Notification - Vermont Automated Notification Service (VAN) - INTERIM</b>		<b>Page 1 of 14</b>
<b>Chapter Programs – Restorative Justice</b>	<b>INTERIM PROCEDURE</b>	<b>Supersedes: #502.01, <i>Victims Rights to Release Notification</i>, 11/01/1997</b>	
<b>Attachments, Forms &amp; Companion Documents:</b> 1. VAN Registration Process 2. Victim Notification Codes 3. Automated Bail Receipt 4. Guidelines for Media Contact & Victim Notification			
<b>Local Procedure(s) Required:</b> No <b>Applicability:</b> All staff (including contractors and volunteers) <b>Security Level: “B”</b> – Anyone may have access to this document.			
<b>Approved:</b>  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 30%; text-align: center;"> <hr style="width: 80%; margin: 0 auto;"/> <b>Andrew A. Pallito, Commissioner</b> </div> <div style="width: 30%; text-align: center;"> <u><b>March 26, 2009</b></u>  <b>Date Signed</b> </div> <div style="width: 30%; text-align: center;"> <u><b>March 27, 2009</b></u>  <b>Date Effective</b> </div> </div>			

## PURPOSE

The purpose of this Interim Procedure is to establish a process through the Vermont Automated Notification Service (VANS), by which victims of crime, affected persons, and other members of the community have access to information about the status of offenders and receive notification about the change in an offender’s custody or supervision status.

## POLICY

The Vermont Department of Corrections recognizes that victims of crime are entitled to a set of rights, to participate in the correctional services system, and to have access to a continuum of victim-centered services. It is the responsibility of all Department staff who have contact with victims to ensure that those who choose to are afforded the opportunity to participate in these services in a meaningful and safe manner, and to allow victims to choose the extent to which they wish to participate. Victim services will be provided in the context of an ongoing relationship between correctional staff and the victim, beginning with the offender’s intake and continuing throughout the inmate’s movement through the correctional system and release to the community.

It is the policy of the Department of Corrections to provide timely and accurate information and notification to victims of crime, their family members, and affected persons through the Vermont Automated Notification (VAN) Service in a manner that is accessible and maintains victim confidentiality.

## AUTHORITY

28 V.S.A. § 104(a) 507; 13 V.S.A. §§ 5301, 5303, 5305. Peck v. Counseling Service of Addison County, Inc.

**REFERENCE**

Vermont Department of Corrections Policies/Administrative Directives #353 *Terminal Illness & Inmate Death*, #371.05 *Offender Responsibility Plan*, #371.15, *Conditional Re-entry*, #371.26, *Reintegration Furlough*, #372.03 *Compassionate Leave Furlough*, #406.01 *Transportation* (“A” security level), #418.01 *Out of State Movement & ICAOS*, #501.01 *Restorative Justice Programs*. *Department of Corrections Work Rules* (4.07.97).

**DEFINITIONS**

Affected Person: Any of the following persons who have been affected by the crime-

- a) Jurors
- b) Witnesses
- c) Family members who are not covered by “victim” in this document
- d) Any other persons who demonstrate to the court that the release or escape of a defendant will constitute a threat of physical, emotional or financial injury or death.

Conditional Re-entry: A furlough by which a sentenced offender is released to the community under supervision at or beyond their minimum release date.

Corrections Services Specialist (CSS): A staff role both in facilities and field offices, also referred to as Caseworker (facility) or Probation/Parole Officer (PO in the field). Field and facility Correctional Services Specialists share responsibility for case co-management for offenders assigned to their caseload.

Detentioner: A person committed to the Commissioner of Corrections by the court or other authorized person or entity, who is confined in a correctional facility until he/she is sentenced or released.

Escape: An unauthorized departure from a correctional facility or supervision by an offender who is committed to the custody and/or supervision of the Commissioner of Corrections.

Family Member: A spouse, child, sibling, parent, next of kin, domestic partner, or legal guardian of a victim.

Non-Automated Direct Notifications: Notifications made personally by a Department of Corrections staff member and not through the automated VAN Service. These contacts must be made by a DOC staff member by phone, email, or in person.

Offender Responsibility Plan (ORP): The Department document that covers offender case planning, case management, and offender reparative responsibilities. Also, Offender Responsibility Planning, the Department’s strength-based restorative approach to case planning (#371.05).

Parole Event: Any activity involving offender parole, including upcoming hearings, hearing results, and violations.

Registrant: Any victim, family member, affected person, staff person, or member of the community who wishes to be notified and registers to receive notification through the VAN Service.

Reintegration Furlough: A furlough prior to an offender’s minimum sentence to prepare an incarcerated inmate for re-entry into the community.

Release: Offender release from a correctional facility on bail, to court, to furlough, to probation, Supervised Community Sentence, or parole supervision, or release from a correctional facility upon expiration of a sentence.

Split Sentence: A sentence imposed by the court that requires the offender to spend an initial period of time in an incarcerated setting followed by release to probation.

Statutorily Required Notification Events: The list of notification events the Department of Corrections is required by statute to provide. These events include:

- a) Escape from custody (facility or furlough);
- b) Recapture of an escaped offender;
- c) Any change in an offender's custody status, including:
  - Release on bail directly from a correctional facility either by the posting of bail at the correctional facility or the presentation to the correctional facility of a court order for release;
  - Release upon completion of maximum sentence term or if the sentence is commuted;
  - Release upon completion of split sentence prior to placement on probation;
  - Release from a facility to community supervision such as Reintegration Furlough (RF) or Conditional Re-entry (CR);
- d) Transfer to a federal court jurisdiction or jurisdiction in another state or federal court, pursuant to a detainer;
- e) Death of an offender;
- f) Pardon of an offender by the Governor;
- g) Notice of a pending parole hearing or review and the outcome of that hearing/review.

Non-Statutorily Required Notification Events: An expanded list of notification events that are not required by law, for which a registrant will receive notification through the VAN Service. These events include:

- Movement from one in-state correctional facility to another after the fact;
- Movement from an in-state to out-of-state correctional facility after the fact;
- Notice when an offender is re-incarcerated/and or released after a violation of probation, parole, or furlough;
- Release to court, or to medical furlough.

The Vermont Automated Notification Service (VANS): An open automated victim information and notification service that provides registered victims, family members, affected persons, other community members, and Department staff with timely and accurate information concerning an offender's status, location, movement, and upcoming releases through an automated phone call, email, and/or a letter when applicable.

Victim: A person who sustains physical, emotional, or financial injury or death as a direct result of the commission or attempted commission of a crime or act of delinquency. This also includes the family members of a minor, an incompetent adult, and homicide victims.

Victim Confidentiality: Maintaining any information pertaining to the victim, including, but not limited to, victim contact information or case notes involving victim contact, in a secure location where no one other than the Victim Services Program staff or other authorized Department staff involved with the specific offender have access. Maintaining victim confidentiality also requires that no information about the victim be shared with the offender without the victim's permission, unless a there is a court order requiring disclosure.

Victim Services Specialist (VSS): Department of Corrections' staff whose role is to provide victim services, train and consult with other Department staff, serve on case co-management teams when victim issues require it, and support and maintain the Victim Services Program of the Vermont Department of Corrections.

## **PROCEDURAL GUIDELINES**

### **1. Victim Registration Information**

Department of Corrections' staff who come in contact with victims will inform them about their right to notification through the Vermont Automated Notification (VAN) Service, and supply them with notification registration materials and information (information card/brochure, toll-free telephone number, or Web site) which will guide them through the VAN Service registration process. Brochures and tear-off cards are available to casework, security, booking, and administrative staff in every facility and field office. Additional materials can be obtained from the Victim Services Program office.

### **2. Access to Victim Contact Information and Confidentiality**

a. All victim contact information is maintained confidentially on the VAN Service, which is managed and monitored at all times by the Victim Services Program. Passwords will be assigned to casework staff, field staff, and supervisors both in correctional facilities and field offices by Victim Services, to enable them to access specific victim contact information through the VAN Service for the purpose of including victims in the ORP and release planning process.

**Note:** *Caseworkers will be issued a password to access victim contact information only after they have completed VAN Service training provided by the Victim Services Program.*

b. The victim information shall be kept confidential; at no time should this information be shared with the offender. Access to victim information is monitored by the Victim Services Program. Any unauthorized access to victim information or sharing of that information is considered a direct violation of victim confidentiality and applicable Department work rules\* and will be referred to the supervisor to be dealt with through the supervisory process.

*\*Work Rule #3. No employee shall, while on duty or engaged in activity associated with the Department of Corrections, endanger the safety of any member of the public. Employees shall be responsible to promptly report, to their immediate supervisor, any such conduct by another employee, volunteer or offender which endangers the safety of others.*

### **3. Roles/Responsibilities**

a. Victim Services Program: The Victim Services Program has responsibility for the management of the VAN Service including:

- i. Maintaining victim notification request files;
- ii. Registering victims who submit written Victim Notification Request Forms onto the VAN Service and sending them an individualized PIN and information about the VAN Service;
- iii. Responding to registrants' questions;
- iv. Sending letters to registrants at least 30 days in advance of parole hearings, after the hearing with the parole hearing outcome results, and 120 days prior to Reintegration Furlough eligibility;
- v. Launching public awareness campaigns and making information about the VAN Service available to the public;
- vi. Serving as the Department's liaison with the automated Service's vendor and keeping current with updated technology options and design changes;

- vii. Disseminating brochures and other materials to law enforcement, the State’s Attorneys’ offices, and the courts;
- viii. Providing training on the VAN Service to all DOC staff as well as other appropriate individuals, including how to use the Service, as well as training on this directive;
- ix. Assigning passwords to relevant staff so that victim information can be accessed;
- x. Updating training and public awareness materials and all Department policies/directives and policy manuals pertaining to the automated Victim Notification Service;
- xi. Serving as the liaison between the vendor and the Agency of Human Services IT department when there are technical problems;
- xii. Making decisions when to override notifications and cancel notification registrations.

b. Other Department of Corrections’ Staff:

i. *Database:* Because the automated victim notifications are triggered by data from the offender database, casework, security, and/or administrative staff must enter accurate booking slips and the correct Projected Movement Date (PMD) and Release codes into the offender database. Staff must enter PMD data within five (5) days of intake or a case staffing decision. See *Victim Notification Codes (Attachment 2)*.

ii. *Individuals Processing Bail Receipts:* Bail release is now a two-step process.

1<sup>st</sup> Step: The staff member receiving bail at the facility must complete an automated *Bail Receipt* (located in the Tiny Term Database). See *Attachment 3*. They fill out this form on the database, sign it, and print it in triplicate; (original to bail bond agency, second copy to the court, third copy to the offender’s file.) *This is the internal trigger alerting the VAN Service to send a notification to the victim that the individual is about to post bail and will be released from custody.* If bail is posted at court, a *Bail Receipt* does not need to be generated.

2<sup>nd</sup> Step: Once the individual has left the facility on bail, staff must create an R-BAIL slip. This will trigger another automated call to the victim from the VAN Service giving notification that the offender has been physically released from the holding facility.

**Note:** See *Victim Notification Codes, Attachment 2, II. PAS BOOKING SLIPS FOR RELEASE.*

A. *Releases Status Box R, #28.*

iii. *Personal Notifications:* DOC field and facility casework staff must also make non-automated personal notifications for events for which an automated notification will not be made, to include the following:

<b>Non-Automated Personal Notification Event</b>	<b>Staff Responsibility</b>
<ul style="list-style-type: none"> <li>▪ Death of an inmate</li> </ul>	Facility Caseworker or PO depending on custody status of the offender
<ul style="list-style-type: none"> <li>▪ The granting of compassionate leave in the event an inmate is approved to attend a family member’s funeral, or visit a sick relative in the hospital, whether accompanied by a DOC staff member or not</li> </ul>	Facility Caseworker
<ul style="list-style-type: none"> <li>▪ When a process to secure a pardon has been initiated</li> </ul>	Facility Caseworker or PO depending on the custody status of the offender
<ul style="list-style-type: none"> <li>▪ When a staff member makes a positive recommendation and request for a parole hearing during the 90 or 180 day Conditional Reentry review period</li> </ul>	PO
<ul style="list-style-type: none"> <li>▪ When an offender has been interviewed and may appear in the media. See <i>Guidelines for Media Contact and Victim Notification (Attachment 4)</i>.</li> </ul>	Facility Caseworker or PO depending on the supervision status and location of the offender

<ul style="list-style-type: none"> <li>▪ If a victim works in a medical facility and makes a specific request for notifications in the event that their offender is seeking or will receive treatment in the same facility, the Caseworker will refer the victim to Victim Services.</li> </ul>	<p>Facility Caseworker or PO depending on the supervision status and location of the offender - Victim Services will assess the request, discuss safety issues and concerns with the victim, and develop a release notification plan with input from the Caseworker and/or security staff. If the agreed-upon notification plan, involves a pre-transport notification to the victim, the Caseworker will make the notification personally.</p>
<ul style="list-style-type: none"> <li>▪ If an offender requests permission to travel out of state and if the victim(s) in the offender’s case lives in the receiving state</li> </ul>	<p>PO must contact the known victim(s) to assess any safety issues for them before approving travel for the offender. If the PO approves travel, they must notify by telephone or email the known victim(s) in the receiving state who request notification, <b>prior to</b> allowing the offender to travel.</p>
<ul style="list-style-type: none"> <li>▪ In the event a parole revocation hearing has been scheduled and the victim has not been involved in the revocation and does not know about the hearing</li> </ul>	<p>PO</p>
<ul style="list-style-type: none"> <li>▪ When an offender is currently sentenced and incarcerated and who is now being considered for placement at a work camp</li> </ul>	<p>Facility Caseworker</p>

**Note:** Administrative staff - If a paper *Request for Notification Form* is received in any correctional facility or Probation and Parole office, the administrative staff member must send the form directly to the Victim Services Program office. The form should not be filed in the offender’s case file.

c. VAN Service Registrants:

- i. It is the responsibility of the individual who registers for the VAN Service to keep all contact information updated in the VAN Service. Updates can be done through a toll-free telephone number, through the Internet, or by contacting the Victim Services Program office. (See *Attachment 1* for details.)
- ii. Registrants may de-activate or re-activate their notification request at any time.
- iii. Registrants may change their personal information, notification preferences, and individualized PIN at any time.

**Note:** *Department staff may also register on the VAN Service to receive information about an offender.*

**TRAINING**

Victim Services will be responsible for providing the initial training to all appropriate Department staff and any additional in-service training whenever there are updates to the Service. The Victim Services program will use their regular newsletter as a mechanism to keep staff informed about the VAN Service.

Within 60 days of beginning employment, new staff will be required as part of their orientation to participate in a training module about the VAN Service. This training will be provided by the Victim Services staff directly or can be arranged to be done online. It is up to the staff member to make arrangements for completing this training, and it is the responsibility of their supervisor to document that the training has been completed. Access to victim contact information will not be available until the training has been completed.

**QUALITY ASSURANCE**

a. Facility Superintendents and District Managers will ensure that data is entered accurately so that registrants get needed information in a timely manner.

b. Victim Services will be responsible for collecting data from the VAN Service and will track the following:

- Service usage, including:
  - The number of individuals registered on the VAN Service
  - The number of calls into the system by registrants looking for information about an offender
  - The number of notification calls made to registrants
  - The number of calls made to registrants that were not delivered successfully
  
- Data Accuracy
  - Number of inaccurate calls made to registrants as a result of Service design issues
  - Number of inaccurate calls made to registrants as a result of data entry errors

c. A report will be disseminated regularly to the Director of Security, Operations, & Audits, Superintendents, and District Managers.

d. Victim Services will use the tracking system to identify and recognize sites which successfully implement VANS data entry. Victim Services will also identify data entry issues and give feedback to staff and supervisors when a pattern of inaccurate data entries exists.

e. Victim Services will administer a customer satisfaction survey on an annual basis to determine the satisfaction rates of VAN Service users.

**ATTACHMENT 1 - SAMPLE****VERMONT AUTOMATED NOTIFICATION SERVICE  
REGISTRATION PROCESS**

1. Any community member, including Department of Corrections' staff, may register to receive notification about a specific offender.
2. Individuals can register by phone (1-866-976-8267 -VANS) or Internet (www.Vinelink.com).
3. If a correctional facility or a Probation and Parole office receives a written *Request for Notification Form*, it should be sent directly to the Victim Services Program office in Waterbury (attn: VAN Service) and should not be filed in the offender's file. Victim Services is responsible for maintaining *Request for Notification* forms in a secure file.
4. Individuals can choose how they wish to be notified (phone and/or email) and must supply a phone number, and/or email address, and a mailing address upon registration. Notification for events involving detentioners will be made by the VAN Service by phone or email only.
5. Individuals who register for notification are required, as a part of the registration process, to designate if they are the direct victim in the case, or an affected person/other (which would include another community member, or a staff member.)
6. Upon registration, the registrant will receive a PIN (Personal Identification Number.) The PIN will ensure that only the person who has registered for notification is receiving the information from the VAN Service. Notification cannot be completed by phone without the use of the PIN.
7. Registrants can change their PIN at any time by contacting the VAN Service directly.
8. Individuals who register on the VAN Service through a written *Request for Notification Form* will be contacted by the Victim Services Program and encouraged to register directly on the VAN Service.
9. Individuals only have to register for notification once for each offender. Notification will continue as long as the offender continues under the custody or supervision of the Department of Corrections or unless the individual requesting notification de-activates the notification. If an offender is off the Department's headcount for more than one (1) year, the notification will be automatically de-activated.
10. Automated Notification Process:
  - a. Notification for the following statutorily-required events will be made by the VAN Service to the registered recipient *by either phone or email*. In addition to the phone call or email, a letter generated out of the Victim Services Office will be sent in advance of the following events:
    - Upcoming Parole Board hearings/reviews
    - Parole Board outcomes
    - Approaching ninety (90) day window for Reintegration Furlough consideration (120 days)
  - b. Individuals will be notified by the VAN Service by phone or email only and *not by letter* for the following events:
    - Offender escapes
    - Offender moves from one correctional facility to another, either in-state or out of state
    - Offender is incarcerated and/or released due to a Probation/Parole/Furlough violation
    - Offender is incarcerated as a result of a new charge and released on bail
    - Offender is transported to court, or released on furlough.
11. Non-Automated Notification Process: Registered victims/affected persons will receive a personal phone call from a Victim Services Program staff person or the offender's Caseworker/PO in the event of:
  - An offender's death
  - An offender being granted a compassionate leave to visit a critically ill family member or attend a family member's funeral

- When the process to receive a pardon has been initiated
  - An early parole request or parole revocation
  - When an offender has been interviewed and may appear in the media
  - In certain situations where a victim requests to be notified in the event of a medical appointment if the victim works in or in the vicinity of the medical facility where the offender will receive treatment
  - The offender is requesting an out of state travel permit and the victim lives in the state to which the offender will be traveling.
  - When an offender is being considered for the work camp.
12. If the VAN Service is unable to complete an automated phone notification at the number(s) provided, an alert will be sent to the Victim Services Program from the VAN Service, and a letter will be sent to the registrant.
  13. Any letters sent to a registrant that are returned as undeliverable will be stored in a secure file in the Victim Services Program office. The Victim Services staff will make all efforts to locate the registrant's current contact information.
  14. If all attempts to locate the registrant are exhausted, the individual's request for notification will be de-activated and the file archived.
  15. The file and notification request may be re-activated again only at the request of the original registrant.

**VICTIM NOTIFICATION CODES**

Below are the codes that go in the bottom section of a “PAS” (Population Accounting System) Booking Slip. These slips are written through the Booking Module. *Those that are italicized with a star* indicate that the information on the booking slip is **also** used for the VAN Service to provide accurate offender status information and to trigger an automated notification.

**I. PAS BOOKING SLIPS FOR INTAKES:**

<b><u>A. DETENTIONER LODGINGS – STATUS BOX (D)*</u></b>	<b><u>*REMARKS</u></b>
1. <i>*On an Affidavit.....</i>	
2. <i>*On a Violation of Parole Warrant.....</i>	
3. <i>*On a Violation of Probation Warrant.....</i>	
4. <i>*On an Arrest Warrant.....</i>	
5. <i>*On a Fugitive from Justice Warrant.....</i>	
6. <i>*On a Federal Detainer.....</i>	FED
7. <i>*On Transfer from another Facility as Detentioner .....</i>	FROM (facility name)
8. <i>*On Detainer from INS (Homeland Security).....</i>	FROM (facility name)
9. <i>*On Detainer from U.S. Marshals.....</i>	USMS
<b><u>B. SENTENCED LODGINGS – STATUS BOX (S)*</u></b>	<b><u>*REMARKS</u></b>
10. <i>*To serve a sentence in a facility.....</i>	
11. New Conviction Added Without Inmate Being Transported Anywhere...	CHG ADDED
12. <i>*Sentenced as a Federal Prisoner.....</i>	FED
13. To serve a split sentence.....	SS
14. <i>*To Probation.....</i>	PRO
15. On Pre-Approved Furlough.....	PF
16. On Pre-Approved Furlough-Work Crew.....	PW
17. <i>*Received from Another Facility – Sentenced or Detained...</i>	FROM (facility name)
18. <i>*Lodged for Furlough Violations by Field Staff.....</i>	FROM (facility name)
19. Interrupted Weekly or Weekender Sentence.....	I/W
20. Interrupted Daily Sentence.....	I/D
21. Sentence Processed by Court Without Transport of Inmate.....	NLP
22. <i>*Parole was Revoked.....</i>	VPAR
23. <i>*Returned from Escape.....</i>	RET ESC
24. <i>*Returned from Furlough.....</i>	RET FURL
25. <i>*Sentenced as a Probation Violator.....</i>	VPRO
<b><u>C. SENTENCED/DETENTION LODGINGS – STATUS BOX (S/D)</u></b>	<b><u>REMARKS</u></b>
26. Return from Court with a Detainer Added.....	CHG ADDED

**II. PAS BOOKING SLIPS FOR RELEASE:**

<b><u>A. RELEASES – STATUS BOX (R)</u></b>	<b><u>*REMARKS</u></b>
27. <i>*To Court.....</i>	COURT
28. <i>*On Bail.....</i>	BAIL
<i>*If the facility is in the process of receiving bail, a bail receipt must be created, printed and filled out. Once the offender has left the facility, an R-BAIL slip booking must be created.</i>	

29. *Conditional Pardon .....	CP
30. *Deferred Sentence Supervision Expires.....	DEFEXP
31. *To Federal Bureau of Prisons as a Federal Detentioner .....	FBP
32. As an Interrupted Daily Sentence .....	I/D
33. As an Interrupted Weekly or Weekend Sentence .....	I/W
34. *Returned to Sending State through I.A.D .....	RET STATE (State's initials)
35. *Released from Probation Supervision-Satisfactory.....	SAT
36. *Released from Probation Supervision-Unsatisfactory.....	UNSAT
37. *Sentence Vacated.....	SENT VAC
38. *Federal Detentioner to Feds via U.S. Marshals.....	USMS
39. *Committed to the Vermont State Hospital.....	VSH
40. *To Max.....	MAX
40a. *S/D released to Max and.....	MAX
40b. *Brought Right Back in as a Detentioner.....	(D)
41. *Per a Court Order.....	ORDER
42. *Parole Supervision Expired.....	PAREXP
43. *To Parole Board for Violation Hearing.....	PB
44. *Discharged per Parole Board Order... ..	PORDER
45. Per Court Pending an Appeal of Case.....	PEND AP
46. *To Another State as Detentioner for that State.....	STATE (State's initials)
47. *Released on Own Recognizance per Court.....	ROR
48. *Removed from Field Headcount Due to Violation.....	VIOL
49. *To Immigration Authority.....	USINS

**B. TRANSFER TO ANOTHER LOCATION – STATUS BOX (TO)**

**\*REMARKS**

- 50. \*From one Facility to Another ..... INST (Facility initials)
- 51. \*Facility or Field Office to Parole Supervision..... PAR
- 52. \*VT Sentenced Inmate Transferred to Feds to Serve VT Sentence..... FBP
- 53. \*Transferred from Facility or a Field Office to a Field Office on Probation..... PRO
- 53a. \*S/D transferred from Facility to Field on Probation and..... PRO
- 53b. \*Brought Right Back in as a Detainerer .....D
- 54. \*VT Sentenced Inmate Transferred to Another State through Compact to Serve Their Sentence in That State ..... ISC (State initials)
- 55. \*Inmate is Released from Facility to Field Office on Supervised Community Sentence..... SCS
- 56. \*Furlough for Treatment from Facility to Field Office ..... TF
- 57. \*Furlough to Conditional Re-Entry (at or beyond minimum) Transferred between Facility and Field Office or Field to Field..... CR
- 58. Furlough-Medical Transferred from Facility to Field Office..... MF
- 59. Furlough--Pre Approved Transferred from Facility to Field Office..... PF
- 60. Furlough--Pre Approved -Work Crew Transferred from Facility to Field Office.... PW
- 61. \*Furlough—Reintegration (prior to minimum) Transferred from Facility to Field Office..... RF (Field facility)

**C. FURLOUGH-NO CHANGE IN HEADCOUNT – STATUS BOX (F)**

**\*REMARKS**

- 62. On Daily Pass for Furlough Reintegration..... RF TRANSTN
- 63. \*On Compassionate Furlough..... COMP FURLO
- 64. Inmate goes on Past Minimum Transition Furlough ..... BYM TRAN U
- 65. \*Inmate goes on Medical Furlough..... MED FURLO

**III. PAS BOOKING SLIPS FOR ADJUSTMENTS:**

**\*REMARKS**

- 66. Status Box (S) Sentenced - Picks up Detainer from Another State... CHG ADDED
- 67. \*Status Box (E) Escapes from Supervision.....
- 68. Status Box (R) Dies while under Supervision..... DEAD
- 69. Status Box (S/D) Sentenced - Detainer is Served without Going to Court... NLP
- 70. \*Status Box (R) On Escape for 1 Year – Dropped from Headcount..... DROPPED

**AUTOMATED BAIL RECEIPT**

*This document comes from the DOC database and will be available in the Forms directory and hard copy during VANS training for staff.*

**ATTACHMENT 4 - SAMPLE****GUIDELINES FOR MEDIA CONTACT AND VICTIM NOTIFICATION**

Thoughtful and forthright relations with the media are an important aspect of any good public information plan and program. The Department will carefully weigh the effects that media projects have on victims of crime and ensure that victims receive prior notification and information about any known pending appearance of an offender in the media, and that all such projects protect victim confidentiality.

**1. Contact with the Victim**

Victims who are registered on the VAN Service will be contacted by the offender's Caseworker, if aware, whenever there is a chance that an offender might appear in the media, including in a newspaper article, film, television/ radio report, Internet, or printed material. The Caseworker will also contact the victim when the offender's case is being highlighted as part of a program's promotional material, including brochures, videos, and speeches, if this is known. While the Department cannot guarantee what an offender will say, and which, of perhaps many, offender interviews will be used in the final version of a project, it is critical that victims be warned in advance of any potential appearance of the offender in the media/promotional material.

**2. Use of Offender Comments and Victim Confidentiality**

Offenders are often encouraged to talk about the crimes that they have committed; these guidelines are meant in no way to censor the offender's comments. However, offenders should never use the names of their victims during an interview without advanced written consent from the victim. If staff are aware of an interview, they will make every effort to ensure that media representatives understand the importance of maintaining the victim's confidentiality, and that all references to victims should be edited out of interviews before the interview appears in the media, unless written victim consent has been given. If there is no victim notification paperwork on file for the offender, and if there is no history of victim contact, the Caseworker will not make contact with the victim for the purpose of getting consent. In this case, the Caseworker will assume that there is no consent and proceed accordingly.

Staff will never give victim contact information directly to members of the media or representatives from community groups. If a member of the media or community group representative contacts staff and requests to speak to a victim, the Caseworker or a member of the Victim Services Program staff will contact the victim directly on their behalf to inquire if they have any wish to speak with the media or community group representative. Victims will be allowed to make their own decisions about whether or not to make a statement to the press. Once a victim gives consent, the victim contact information can be shared with the media or community group representative.

**3. Offender Photographs**

Department of Corrections' programs and community programs sometimes use offender images in their literature to promote programs in the community. If a photograph is taken and is chosen to be used in these circumstances, all efforts will be made to contact the victim if there is a victim notification request on file with the Department or a history of victim involvement in the case. The Caseworker will tell victims what publications may use the images, and for what purpose the image is being used.

**4. Offender Public Speaking**

If an offender is going to be speaking to the public on either a one-time or a regular basis about their participation in a Department of Corrections' program, and staff are aware of this, they will call the victim in advance of the first speech to inform the victim of when the speech is taking place, the location of the speech, and to whom the speech is being given. If the Caseworker is aware that the press might be present, this information will be shared with the victim as well. If the offender is going to be making presentations on a regular basis, notification will be done once as long as the victim is aware of the schedule. If the victim requests to be informed each time the offender speaks, then notification must be done each time by the Caseworker if they are aware of the schedule.