

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION**

154

VICTIM SERVICES

Supersedes: (Temporary, 04/26/12); 06/17/12 (Temporary 06/01/17)

Effective date: 8/15/17

AUTHORITY: NRS 209.131; NRS 209.392; NRS 209.3925; NRS 209.521

PURPOSE

The Victim Services Unit (VSU) regulation supports the mission of the Department of Corrections by enhancing public and community safety through positive collaboration by providing information and a voice to crime victims and their families.

RESPONSIBILITY

The Director, through the Deputy Director of Programs, shall be responsible in establishing and supervising the VSU.

The VSU is responsible to provide services to crime victims including, but not limited to: 1) Provide registered victims, threatened parties and interested parties with inmate information upon request. 2) Work with outside law enforcement and community agencies to provide referral services to victims. 3) Attend parole board hearings, pardons board, and executions with or on behalf of the victim and/or their family members, and 4) Manage the Victim Information and Notification Everyday (VINE) system, on behalf of the Department in accordance with state laws.

154.01 VICTIM NOTIFICATION OF OFFENDER INFORMATION

1. If a victim, victim family member, threatened or interested party makes a written request for notification the VSU shall provide the individual(s) with information concerning the offender.

A. VSU's procedural manual shall delineate what information is provided to victims as well as definitions of threatened and interested parties.

2. VSU shall develop a notification request form [DOC-2121] to be utilized by victims, threatened parties and concerned citizens for registering with the Department for notifications. The notification request form shall be on the victim information portion of the Department's website and shall be provided to systems and community victim advocates for distribution to victims.

3. VSU shall develop brochures (DOC-2122, DOC-2120) detailing the services provided by the VSU and an explanation of the process of corrections. The brochures shall be on the victim

information portion of the Department's website and provided to systems and community victim advocates for distribution to victims.

4. An offender should not be temporarily released into the community for any purpose unless notification of the release has been given to every victim of the offender who has properly requested notification and has provided a current address.
5. The VSU or Director should not be held responsible for giving any notice required pursuant to subsection 1 or 4 above if no address was provided to the VSU, or the address given is inaccurate or not current.

154.02 NEVADA VINE

1. Victim Information and Notification Everyday (VINE) is an automated notification system that the Department has joined in collaboration with the Attorney General's Office, the Sheriffs and Chiefs Association, all county jails, and city detention centers in order to provide expanded notifications to victims of crime.
2. Victims may register to receive notifications through VINE directly at their website, by the toll free number, or by contacting the VSU.
3. VINE is an additional resource for victims to utilize in obtaining notifications regarding offenders in addition to the written notifications provided by the VSU.

154.03 POTENTIAL VICTIMS OF OFFENDERS UPON RELEASE

1. Should any staff become aware of a potential threat to a victim, the staff member shall notify VSU within 24-hours, either in writing, via phone call, or e-mail.
2. All efforts to contact these persons will be fully documented, and the documentation will be placed in the NOTIS system and the VSU file.

154.04 OFFENDER APOLOGY LETTER BANK

1. The VSU shall maintain and screen apology letters submitted by offenders for their victims.
2. If an offender wishes to submit an apology letter, they shall provide the apology letter to the VSU for screening. If the letter is appropriate, the VSU shall contact the victim to ascertain if the victim wishes to receive the letter. If the victim wishes to receive the letter, the letter will be forwarded to the victim. If the victim declines the letter, it will be kept in the victim file in the event the victim changes his/her mind about receiving it.
3. The offender will be kept informed of all steps of the process by the VSU.

4. Direct offender-victim contact should be discouraged during this process.

154.05 VICTIM FILE MAINTENANCE

1. All information contained in the victims' files maintained by the VSU is confidential and shall be kept in a secured location.

APPLICABILITY

1. This regulation requires a Manual for the Victim Services Unit.
2. This regulation requires an audit.

ATTACHMENTS:

Victim Notification Request Form (DOC-2121)

REFERENCES:

Victim Services Procedure Manual
ACA 4th Edition, 4-4447

James Dzurenda, Director

Date



**The Nevada Department of Corrections
Victim Services Unit
VICTIM NOTIFICATION REQUEST**

PLEASE MAIL THIS FORM TO:
Nevada Department of Corrections
Victim Services Unit – Attn: Traci Dory
P.O. Box 7011
Carson City, Nevada 89702
Or Fax To: 775-887-3167

Date:

I request to be notified regarding the offender listed below. I understand that submitting this form meets the written requirement provided in NRS 209.521. I have provided the requested information as completely as possible. **I understand that all information I provide will remain confidential.**

OFFENDER INFORMATION: Please fill out this section to the best of your ability. You do not need to know all of the requested information in order to register. The most important identifiers are the name and offender number. If you are unaware of this number, please contact the Victim Services Unit at 775-887-3393, 1-888-333-6076 [in-state toll-free], or by e-mail at tdory@doc.nv.gov.

Inmate Name:	NDOC Number, if Known:
DOB:	Court Case #:

VICTIM or THREATENED PARTY INFORMATION: The victim, a designated representative or a threatened party may receive notification. If a designated representative is chosen, he or she must sign this form, in addition to the victim (if applicable). The person to receive the notification must provide the following information.

Name:	Age, if minor:
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Are you:

- Victim of instant offense Victim of previous crime Threatened party
- Victim family member [relationship] _____
- Interested [relationship to victim or offender] _____

Address:		City:	State:
Zip Code:	Daytime Phone:	Evening Phone:	
E-mail:			

NOTIFICATION OPTIONS: You have the option of utilizing VINE [Victim Information Notification Everyday], a free, confidential, automated telephone & e-mail system that provides custody status about an offender in prison. If you choose to receive notifications from VINE only, you can register directly by going to www.vinelink.com, calling 1-888-268-8463, or you can contact the Victim Services Unit directly.

My signature below indicates that I am requesting placement on the Victim Notification list. I understand that it is my responsibility to notify the Office of Victim Services in writing of any change in the information provided above.

Signature:	Designated Representative Signature, if needed:
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