



**DEPARTMENT OF CORRECTIONS
Institutions**



Title:	Victim Notification of Immediate Release	DOC Policy: 40.2.5
Supersedes:	N/A	
Applicability:	Institutions	
Directives Cross-Reference:	None	

I. PURPOSE

The purpose of this procedure is to establish a formal notification system in cases where there is an authorization for immediate release of an inmate and where the victim has requested notification of the release in accordance with ORS 144.260.

II. POLICY

In the formal release process, the crime victim may request notification of inmate release to the Oregon Board of Parole and Post-Prison Supervision. In those cases, the Board will forward written release date information to the victim, and additionally, notify the institution counselor assigned for release processing. The institution counselor will also provide release date information to the victim.

- A. In the event of an immediate release, every effort will be made to insure that a victim who has requested release notification is as soon as reasonably possible, contacted by telephone and provided the time and date of the adjusted release or anticipated release date. This procedure is necessary to provide actual release date information to the victim in cases where previous notifications need to be updated or where the original projected release date has changed.
- B. In the event of verification by the Offender Information and Sentence Computation Unit (OISC) that an immediate release is to be initiated, the following notification steps will be followed.
 - 1. OISC will notify the Board of Parole and Post-Prison Supervision by fax transmission.
 - 2. The Institution Records Office will immediately notify the Assistant Superintendent of Programs, Program Services manager or their designee who will review the file, the AS 400 notification screen and the release packet to determine if the victim has requested notification.
 - 3. If notification has been requested, immediate telephone contact will be initiated, informing the victim of the adjusted release date and time. Contact or attempts to contact the victim shall be documented in the chronos. If the victim cannot be reached, criminal justice resources in the releasing community may be contacted for assistance in the notification effort.

4. The information will be provided by the institution counselor to the supervising parole/post-prison supervision officer and the Board of Parole. This will be accomplished by both telephone and fax transmission.

III. IMPLEMENTATION

This policy will be adopted immediately without further modification.