



**DEPARTMENT OF CORRECTIONS  
PROBATION AND PAROLE DIVISION  
OPERATIONAL PROCEDURE**

Procedure:	<b>PPD 1.8.100 VICTIM SERVICES</b>
Effective Date:	05/28/2015 <span style="float: right;">Page 1 of 3</span>
Revisions Date(s):	05/24/2021
Reference(s):	DOC 1.1.8; DOC 1.5.5; DOC 1.8.1; 2-15-112, MCA; 41-5-1416, MCA; 46-18-241, MCA; 46-24-101, MCA; 46-24-203, MCA; 46-24-212, MCA; 46-24-213, MCA; 53-1-203, MCA
Signature / Title:	/s/ Katie Donath, Acting Probation and Parole Division Administrator

**I. PURPOSE:**

The Probation and Parole Division will reflect the Department of Corrections’ mission to support victims of crime and treat victims with respect, dignity, and sensitivity by being familiar with and comply with applicable statutes, regulations, and policies regarding crime victim information and notification.

**II. DEFINITIONS:**

**PPD-Probation and Parole Division** – The Division oversees the Probation & Parole regional offices and interstate transfers.

**Registered Victim** – A person registered with an automated notification system (e.g., VINE) used by the Department and/or who is identified in OMIS as registered with the Department to receive location and custody status updates about adult offenders under Department supervision.

**Restorative Justice** – A criminal justice concept that focuses on offender accountability and healing for victims, families, communities, and offenders.

**VINE-Victim Information and Notification Everyday** – An automated telephone, email, and text notification system which provides location and custody status updates about adult offenders under Department supervision.

**Victim** - The person against whom a felony crime has been committed, or a family member of that person. Other individuals may be recognized as victims on a case-by-case basis.

**Victim Liaison (VL)** – A Department employee supervised by the VPM, who performs specific tasks to implement the Department’s victim programs and policies including providing direct victim services, collaborating with community entities serving victims, and acting as a liaison between victims and Department staff or Department-contracted facility staff to mitigate risk in high danger situations.

**Victim Programs Manager (VPM)** – A Department employee located in the Director’s Office who manages victim liaisons, programs, and policies. With victim liaisons, responds to victims’ requests for information and referrals, educates victims about the post-conviction criminal justice system, provides victim services training, and represents victim interests in all Department matters.

**III. PROCEDURES:****A. ACCESS TO INFORMATION:**

1. When Probation & Parole (P&P) Officers have contact with victims through presentence investigations, or when victims inquire about notification, Officers will provide information that includes the following:
  - a. <https://cor.mt.gov/Victims> – The Department’s website that provides important information on victim rights, safety, programs, notification registration, and contacts;
  - b. how to get information, from whom, and when it will be available throughout the system;
  - c. how supervision and post sentencing/adjudication work; and
  - d. CONWeb information.
2. The Department Victim Programs Manager (VPM) will provide victim services training upon request. Training includes victim information requests, VINE and other notification procedures, victim sensitivity and staff communication skills, policy and procedure requirements, and Department programs for victims.
3. Information on offenders will be provided as authorized in *DOC Policy 1.1.8, Media Relations, DOC Policy 1.5.5, Offender Records Management, Access, and Release, PPD 1.1.800 Media Relations, PPD 1.5.500 Offender Records Access, and Release*, and §46-24-101, MCA. P&P Officers may also contact the Department’s VPM, Legal Office, or a victim liaison for guidance regarding information that can and cannot be released to the victim.

**B. VICTIM NOTIFICATION:**

1. Section 46-24-212, MCA, requires the Department to provide certain information about offenders to registered victims that includes:
  - a. date of discharge from prison;
  - b. community in which the offender will reside on probation, parole, or conditional release;
  - c. any change in location or custody status;
  - d. escape/apprehension;
  - e. decisions of the Board of Pardons and Parole;
  - f. decision of Governor to commute sentence;
  - g. conditions of community supervision; and
  - h. the offender’s death.
2. Once victims have requested registration in writing or online, designated Department staff will enter victim information into OMIS. This will include the victim’s direction regarding future notifications about the offender (i.e., travel to certain areas, hearing outcomes, potential release, etc.) and victim’s preferred contact method for notifications (phone call, text, email, mail).
3. Victim information will be used to make immediate notifications regarding any changes in the above-listed information. All notifications will comply with the requirements in applicable policies, procedures, and statutes.
4. Offenders may not appeal any delay or other impairment of case decisions or actions caused by statutory victim notification requirements or the processing of such notifications.

**C. FACILITATED CONTACT WITH OFFENDERS:**

1. Unless there is a “no contact with victim” condition in an offender’s judgment, or a victim has an order of protection against the offender, contact between victims and offenders may be initiated through local services and/or victim programs established by the Department, such as Victim Impact Panels, Victim-Offender Dialogue, and the Offender Accountability Letter Program.
2. In cases of domestic violence, stalking, and sexual assaults, the Department will determine the severity of the risk of contact between an offender and victim by performing an applicable risk assessment. Each case is unique and mitigation of the risk requires evaluation of the assessment, research by Department staff, releases of information, and/or therapists willing to provide services in high-risk cases.
3. The offender’s supervising P&P Officer must be informed of and involved in any facilitated contact.
4. The VPM should be contacted for information regarding the victim programs, and participation in a victim program will be in accordance with *DOC Policy 1.8.1, Victim Services* and *DOC 1.8.1(A) Victim Services Standard Operations Procedure Guide*.

**IV. CLOSING:**

Questions regarding this procedure should be directed to the POII, Deputy Chief, or the Department Victim Programs Manager.