

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT:	PAGE <u>1</u> OF <u>3</u>
<b>Victim Awareness Program</b>	NUMBER: 03-OVS-05
RULE/CODE REFERENCE: ORC 5149.101	SUPERSEDES: 03-OVS-05 dated 04/10/15
RELATED ACA STANDARDS: 4-4461-1; 4-APPFS-2F-01	EFFECTIVE DATE: April 5, 2016
	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**

It is the policy of the Ohio Department of Rehabilitation and Correction 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 offenders supervised by the Adult Parole Authority.

**Victim** - A person who has been directly affected or who has suffered from a criminal act committed by an offender.

**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 Victim Awareness Facilitator training courses. Those approved by the Managing Officer/designee to attend the Victim Awareness Facilitator training shall register for the course through the Corrections Training Academy (CTA).

#### 2. Facilitator Training

The OVS shall provide training for new facilitators to teach the information and skills necessary to facilitate the program. Those that are selected to be Victim Awareness Facilitators shall successfully complete the Corrections Training Academy approved OVS Victim Awareness Facilitator Training.

#### 3. The Victim Awareness program shall be co-facilitated by two (2) staff members when administratively possible. At least one (1) co-facilitator shall have completed the Victim Awareness Facilitator training. When only one (1) facilitator is available, that facilitator shall have completed the Victim Awareness Facilitator training. All facilitators shall refer to Department policy 02-REN-02, Reentry Programs, to submit required paperwork regarding program facilitation.

#### 4. Victim Awareness Facilitators shall attend an annual training scheduled by OVS. When there are several facilitators at one (1) facility, at least two (2) of the Victim Awareness facilitators shall attend the scheduled training.

### **B. Program Structure**

#### 1. Program Evaluation

OVS staff shall provide oversight on the Victim Awareness curriculum and shall periodically assist in evaluating the Victim Awareness programs offered in the institutions and through APA. The Victim Awareness program evaluation shall be documented using the OVS Program Evaluation Report (DRC2523) or the OVS Internal Outreach Report (DRC2509).

#### 2. Number of Sessions

Each institution and APA region is responsible for conducting the Victim Awareness Program at least once every six (6) months. Each program shall consist of a thirteen (13) chapter curriculum provided by the OVS.

3. Waiting Lists/Completion Lists

Each facilitator shall 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 shall submit the Victim Awareness Completion Report (DRC3228) electronically to [drc.victim.services@odrc.state.oh.us](mailto:drc.victim.services@odrc.state.oh.us) within fourteen (14) calendar days. Facilitators shall maintain the pre and post-tests, and the Victim Awareness Completion Report (DRC 3228) that was signed and returned by OVS. This documentation shall be retained on file for audit purposes.

5. Apology Letters

Participants in the Victim Awareness Program have the option of submitting an apology letter to OVS for the victim/s in their crime(s). Once the letter is submitted to OVS, the offender is no longer the owner of the letter. Offenders will not be notified if the victim/s in their case received the letter. Apology letters submitted to OVS shall have the offender's name and number written at the top of each page, not contain any staples and shall be written in ink.

6. Removal of offenders

An offender may be removed from the program for not fulfilling the Victim Awareness Program Standards and Guidelines as outlined in the curriculum. When a participant is removed from the program, the facilitator shall provide detailed reasoning to the entity/agent/person responsible for the referral and document the reason for removal on the Victim Awareness Completion Report (DRC3228).

7. Volunteers

- a. Prior to scheduling a victim impact speaker, the facilitators shall 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.
- b. 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.
- c. Facilitators shall notify the OVS of any problems or concerns about volunteers. The removal of a volunteer from a program shall be at the discretion of the OVS.

**Related Department Forms:**

OVS Internal Outreach Report  
OVS Program Evaluation Report  
Victim Awareness Completion Report

DRC2509  
DRC2523  
DRC3228