

Some other programs identified with Restorative Justice through the Ohio Department of Rehabilitation and Correction include:

- Victim-Offender Dialogue
- Citizen Circles
- Community Service Projects

Notification Services are available for victims through the Office of Victim Services. Some of those notifications include:

- Offender's date to be released from prison
- Upcoming parole hearings
- Recommendation for participation in the Transitional Control Program
- Offender's escape from custody
- Offender's death
- Offender's scheduled execution date in death penalty cases
- Offender's status regarding transferring to another state for community supervision (Interstate Compact)

**To register for notification services, complete the form in this brochure.**

**For additional information contact:**

Ohio Department of  
Rehabilitation and Correction  
Office of Victim Services  
4545 Fisher Road, Suite D  
Columbus, Ohio 43228

Victim Line: (888) 842-8464

Office: (614) 728-1976

Fax: (614) 728-1980

[drc.victim.services@odrc.state.oh.us](mailto:drc.victim.services@odrc.state.oh.us)



# APOLOGY LETTERS



**Ohio** | Department of  
Rehabilitation & Correction

## Apology ... the Next Step in Restorative Justice

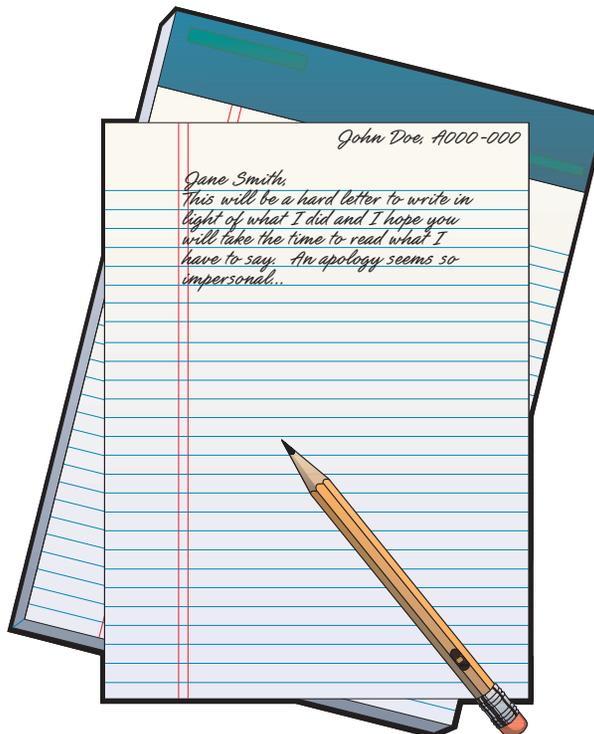
Restorative Justice is a way of viewing, understanding and responding to crime and the effects it has on victims, communities and offenders. Crime is recognized as harm done to a person and the aim of justice is to promote understanding, accountability and healing. Offenders are held personally responsible to their victims for making amends and, to the extent possible, helping to repair the damage they caused.

Apology Letters written by offenders are an attempt to communicate accountability, remorse, acknowledgement and/or the pain caused by the offense committed.

- Offenders who have written an apology letter to their victim(s) may submit their letter to the Office of Victim Services.
- Victims shall determine if they would like to accept a letter of apology.
- Upon receiving an apology letter, victims may wish to participate in other services provided by the Office of Victim Services, such as the Victim-Offender Dialogue.
- The Apology Letter is not a method of obtaining future contact, such as special or approved visiting into a correctional institution.

## Apology Letter Bank

Sometimes offenders who are incarcerated write a letter of apology or letter of accountability. The Office of Victim Services within the Ohio Department of Rehabilitation and Correction **discourages offenders from ever sending those letters to the victim(s) directly or through a third party**. If a victim is interested in receiving an apology letter from the offender in their case, they can complete a notification form or contact the Office of Victim Services to inquire if an apology letter has been submitted for them.



## Office of Victim Services Notification Form

- Yes, I would like to be notified if the Office of Victim Services receives an apology letter addressed to me.

### Victim Information

Name of person requesting notification \_\_\_\_\_

Mailing Address \_\_\_\_\_

Daytime Phone # \_\_\_\_\_ Evening Phone # \_\_\_\_\_

### Relationship to Victim

- I am a Victim                       Victim's Spouse  
 Victim's Parent                       Victim's Child  
 Victim's Sibling                       Advocate  
 Other \_\_\_\_\_

### Offender Information

Offender Name \_\_\_\_\_

Institution Number \_\_\_\_\_

Court Case # \_\_\_\_\_ County \_\_\_\_\_

DOB \_\_\_\_\_ Race \_\_\_\_\_

*My signature below indicates that I am requesting to be placed on the Victim Notification list. I understand that it is my responsibility to notify the Office of Victim Services in writing of any changes in the information provided on this form.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail form to:  
 Office of Victim Services  
 4545 Fisher Road, Suite D  
 Columbus, Ohio 43228