DEPARTMENT OF CORRECTIONS

Policy Number:	**203.260**
Title:	**Victim Notification**
Effective Date:	**4/24/2025**

PURPOSE: To provide crime victims notice and opportunities for input as required by law.

APPLICABILITY: Department-wide

DEFINITIONS:

Custody status – the custody level of the facility or custody unit within a facility in which the incarcerated individual resides.

Minnesota Haven – the web-based notification system maintained by the DOC Victim Services and Restorative Justice unit (VSRJ) to provide written and electronic notification to registered individuals.

Release - the release of an incarcerated individual on their anticipated release date, release to work release, challenge incarcerated program (CIP), or another pre-release program.

PROCEDURES:

A. Custody status changes and release**:**

1. DOC Victim Services and Restorative Justice (VSRJ) staff must provide notification of an adult incarcerated or supervised person's custody status and release to individuals who request notification. VSRJ staff use the DOC Minnesota Haven web-based notification system to provide electronic and/or written notification.

2. VSRJ staff register any individual who requests notification into the Minnesota Haven system, creating an account for the individual. Registration forms or written requests for registration are saved in oDOCs.

3. Haven registration forms are available on the Minnesota DOC public website.

4. Written and/or electronic notifications are generated via the Minnesota Haven system to registered individuals for certain custody status change and release events. See attachment 203.260A for the specific list of haven notifications.

5. Electronic notifications are automatically generated by the Minnesota Haven system. Written notifications are generated as necessary by VSRJ staff and mailed to the requesting individual. Notification information is retained electronically in the Minnesota Haven system. Manual notifications are retained in OdocS.

B. Interstate Compact Offender Tracking System (ICOTS) Transfers

1. Under the interstate compact, VSRJ shall inform victims of their right to be heard and to comment on an interstate transfer request submitted by the supervised individual.

2. Written notifications are generated as necessary by VSRJ staff and mailed to the

requesting individual, providing them with information on how to respond and be heard if the victim chooses, and to acknowledge receipt of victim-related concerns. Manual notifications are retained in OdocS.

3. Electronic notifications are automatically generated by the Minnesota Haven system, notifying victims of an approved interstate transfer. Notification information is retained electronically in the Minnesota Haven system.

C. End of Confinement Review Committee (ECRC) notices

1. The victim of a predatory offense, if requested, will be notified of any ECRC meeting, provided with information on their right to submit written input for consideration at the ECRC meetings, and notified of the risk level assigned by the ECRC and risk level appeals.

2. Notification of registered victims will occur through the Minnesota Haven system.

D. Predatory Offenses

1. Under the Community Notification Act, the DOC must provide victims of a predatory offense, upon request, with the contact information for local law enforcement where the predatory offender registrant resides, for the purpose of receiving enhanced notification.

2. The victim of a predatory offense, if requested, will be notified if a judicial hold of 210 days is issued in relation to an open civil commitment petition.

3. Electronic notifications are automatically generated by the Minnesota Haven system. Written notifications are generated as necessary by VSRJ and/or risk assessment community notification (RACN) staff and sent to the appropriate law enforcement agency and/or the victim of the predatory offense. Notification information is retained electronically in the Minnesota Haven system. Manual notifications are retained in OdocS.

E. Supervised Release Board (SRB) notices

1. Reasonable efforts must be made to notify the victim in advance of the time and place of an incarcerated individual's supervised release board hearing.

2. The victim has the right to submit an oral or written statement at the review hearing.

3. The victim, at their request, may meet with the SRB in a closed session.

4. VSRJ registers victims in the Minnesota Haven system when requested.

5. Notification of identified victims happens manually through VSRJ staff.

F. Minnesota Rehabilitation & Reinvestment Act (MRRA) notices

1. The DOC has a statutory obligation to notify victims of MRRA eligible persons at various stages during the MRRA process.

2. VSRJ will request victim identification information from the county attorney office of the county of commit. VSRJ staff will register any identified victims into the Minnesota Haven notification system unless the victim specifically requests to not receive notifications.

3. Registered victims will receive notice of custody status changes as well as MRRA notifications, including:
   a) Notice of MRRA eligibility
   b) Notice of right to provide input into the individualized rehabilitation plan;
   c) Notice of earned compliance credits;
   d) Notice of right to provide input to release planning including specific safety concerns;
   e) Notice of release to supervision with information on local advocacy services; and
   f) Notice of supervision abatement.

4. Notification of registered victims will occur through the Minnesota Haven system.

G. The data maintained in the haven system on victims is considered private data as defined in Minn. Stat. 13.02 subd. 12, including information that a victim has made a request for notification (Minn. Stat. 611A.06).

INTERNAL CONTROLS:

A. Documentation of notification is retained within the Minnesota Haven system.

REFERENCES:

Minn. Stat. §§ 253B.18; and 611A.06, and Chapter 253D.
Policy 203.230, "Death of an Offender."
Policy 301.020, "Escape."
Policy 205.110, "Institution Community Work Crew (ICWC) Program."

REPLACES: Policy 203.260, "Victim Notification," 3/31/15.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Haven notification list (203.260A)
Haven registration form (203.260B)

APPROVALS:

Commissioner of Corrections