DEPARTMENT OF CORRECTIONS

Policy Number: 203.260
Title: Victim Notification
Effective Date: 1/15/19

PURPOSE: To respond to requests for notification of an adult offender's custody status.

APPLICABILITY: Department-wide

DEFINITIONS:
Custody status – For the purposes of this policy, "custody status" refers to the custody level of the facility or custody unit within a facility in which the offender resides.

Minnesota CHOICE – the web-based notification system maintained by DOC victim assistance and restorative justice program (VARJP) to provide written and electronic notification to registered individuals.

PROCEDURES:

A. DOC victim assistance and restorative justice program (VARJP) staff must provide notification of an adult offender's custody status to individuals who make an electronic, telephonic, or written request for notification. VARJP staff must also provide notification to individuals enrolled in the DOC Minnesota CHOICE web-based notification system.

B. VARJP staff may assist a requesting individual with the creation of a Minnesota CHOICE account.

C. Written and/or electronic notification is generated via the Minnesota CHOICE system to registered individuals for certain custody status change events, including such examples as:
   1. Minnesota CHOICE account log-in information;
   2. Acknowledgment of registration for notification;
   3. Transfer notification;
   4. DOC custody status change notification;
   5. 60-day notice of release notification;
   6. Final release notification;
   7. Change of agent notification;
   8. DOC return to custody notification;
   9. Return to community supervision notification;
   10. New agent assignment and release notification;
   11. Release following revocation notification;
   12. Work release notification;
   13. Institution Community Work Crew (ICWC) release notification;
   14. Final discharge notification;
   15. Escape notification;
   16. Escape apprehension notification;
   17. Death notification;
   18. Release to Challenge Incarceration Program (CIP) notification;
   19. 210-day hold for civil commitment consideration notification;

20. Sentence administration release notification;
21. Expedited release notification; and
22. Appeal of predatory offender risk level assignment notification.

D. Electronic notifications are automatically generated by the Minnesota CHOICE system. Written notifications are generated as necessary by VARJP staff and forwarded to the requesting individual. Notification information is retained electronically in the Minnesota CHOICE system.

INTERNAL CONTROLS:

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

ACA STANDARDS: 4-4447; 1-ABC-4G-06; 2-CO-4G-02; 3-3195, 4-APPFS-1A-04.

REFERENCES:
Minnesota CHOICE website
Policy 203.230, "Death of an Offender."
Policy 301.020, "Escape."
Minn. Stat. §§ 253B.18;; and 611A.06, and Chapter 253D.
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: None

APPROVALS:
Deputy Commissioner, Facility Services
Deputy Commissioner, Community Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Operations Support