


Chapter:	Victims and High Risk for Domestic Violence	Classification:	Public Document
Subject:	Victim Request for Information		
For:	Entire Division	 <small>Authorized by Executive Director</small>	

1. Policy

- 1.1 Correctional Services will provide information to victims of crime, or to a parent, guardian, spouse, child or other person acting on behalf of the victim. The interested party may submit a request for information to Head Office, in order to assist them in developing safety plans or taking other action the victim deems necessary.

2. Authority

- 2.1 The authority for this policy and procedure is found in section 91 of the *Correctional Services Act*.

3. Request From Victim


- 3.1 Victims of crime may complete a *Request for Information Victim of Crime* form ([see form 30.03.00-A](#)), to obtain information respecting the

- 3.1.1 correctional facility in which an offender is incarcerated
- 3.1.2 transfer of an offender between correctional facilities, but not including routine temporary transfers
- 3.1.3 transfer of an offender between a correctional facility and penitentiary
- 3.1.4 date and condition of any unescorted conditional release of the offender
- 3.1.5 application for parole by an offender
- 3.1.6 approval or denial of offender's provincial parole application
- 3.1.7 offender's earliest release date from custody
- 3.1.8 conditions associated with supervision by the Correctional Services Division after the offender's release from custody
- 3.1.9 offender's plans and intended destination upon release from custody

- 3.2 Upon receipt of a completed and signed *Request for Information Victim of Crime* form, designated Head Office staff must

- 3.2.1 review the form to identify information requested
- 3.2.2 activate the "victim notification" risk category on the Justice Enterprise Information Network (JEIN)

Page: 1 of 3	Date Issued: March 1, 2008 Date of Last Revision: July 24, 2015 Revision Date: May 9, 2016	Subject No. 30.03.00
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- 3.2.3 collect requested information from
 - 3.2.3.1 JEIN
 - 3.2.3.2 other sources as required
- 3.2.4 prepare a letter to the victim providing the requested information
- 3.2.5 mail original letter to victim
- 3.2.6 use FileNet to upload a copy of the letter under the offender's document tab on JEIN

3.3 During any period in custody the designated Head Office support staff must bring the case forward monthly to ensure no new information has become available, e.g., conditional release or parole application, change in sentence length and earliest release date, and when requested information has changed a new letter is sent to the requestor updating the information.

3.4 Two weeks prior to the offender's discharge from a correctional facility, designated Head Office staff will


- 3.4.1 obtain information regarding the offender's release plans, e.g., intended destination, probation following custody
- 3.4.2 prepare and forward written communication to the victim
- 3.4.3 hyper-link a PDF copy of the letter to the HRDV spreadsheet
- 3.4.4 maintain a copy of the letter for the Central Registry file
- 3.4.5 use FileNet to upload a copy of the letter under the offender's document tab on JEIN

3.5 If information, requested by designated Head Office staff, regarding the offender's release is not received from the facility in sufficient time to allow written communication to be forwarded to the victim prior to the offender's release, the communication will be made to the victim, by the designated HO policy and programs manager, by telephone with written communication to follow.

4. Standard Operating Procedures (SOP)

4.1 Superintendents must develop SOP to ensure information is provided to Head Office by case management officers on offenders for whom the victim has submitted a Request For Information Victim of Crime form regarding the offender's

Page: 2 of 3	Date Issued: March 1, 2008 Date of Last Revision: July 24, 2015 Revision Date: May 9, 2016	Subject No. 30.03.00
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- 4.1.1 transfer between facilities, but not including routine temporary transfers (see Policy and Procedures, Subject No. 27.05.00, *Transfers Between Provincial Correctional Facilities*)
- 4.1.2 applications for parole
- 4.1.3 changes in sentence length and earliest release date
- 4.1.4 transfer to a penitentiary
- 4.1.5 approval for unescorted conditional release, see Policy and Procedures, Subject No. 35.10.00, *Temporary Absences - Victims of Crime*
- 4.1.6 any other information as identified in 3.1