

## **Victim Inmate/Offender Dialogue Process**

1. The Community Outreach unit shall meet with the inmate's/offender's facility head or designee and the facility victim liaison to review the victim inmate/offender dialogue process.
2. The Community Outreach unit shall ensure that the inmate/offender and the victim sign the "Community Outreach Unit Consent" forms (DOC 090215A and DOC 090215B) upon approval by the facility head.
3. The community outreach coordinator shall meet with the victim to review the victim inmate/offender dialogue process. The community outreach coordinator will cover the following information:
  - Victim inmate/offender orientation and preparation;
  - Sign "Consent" form;
  - Review expectations;
  - Review questions for the inmate/offender; and
  - Arrange a second meeting, if necessary.
4. The inmate/offender shall participate in an Impact of Crime course at the facility, set up by the facility liaison to help prepare the inmate/offender for interaction with the victim.
5. The facility liaison shall conduct an interview with the inmate/offender. The interview shall include a simulated interview to review questions the victim would like to ask, discussion with the inmate/offender to work through answers they might provide, and an opportunity to address the inmate's/offender's questions or concerns.
6. The Community Outreach unit shall confirm the date of the dialogue and the location of the dialogue with the facility head or designee and the facility victim liaison.
7. Two days before the scheduled dialogue, the facility liaison shall contact the inmate/offender in person to answer any questions or concerns.
8. Two days before the scheduled dialogue, the Community Outreach unit shall contact the victim to answer any questions or concerns.
9. Two days before the scheduled dialogue, the outreach coordinator shall contact the facility to walk through the process and answer any questions or concerns.

10. The facility liaison shall meet the victim at the entrance to the facility at which time, the following will occur:
  - The facility liaison shall introduce the victim to those assisting with the victim inmate/offender dialogue.
  - The facility head or designee and the community outreach coordinator shall approve individuals present during the dialogue in advance.
  - The community outreach coordinator shall coordinate security through the facility head or designee.
  - The community outreach coordinator or facility liaison shall show the victim the room and the seating arrangement in which the dialogue will take place.
11. The facility liaison shall go over the rules for the dialogue and give the victim the choice of speaking first to the inmate/offender.
12. The victim, the inmate/offender, or the facility liaison can stop the process at any point if it is counterproductive.
13. The facility liaison shall debrief the inmate/offender after completing the dialogue.
14. The facility liaison shall debrief the victim, referring the victim to follow up with their support system.
15. The facility liaison shall provide the dialogue evaluation form to both the victim and the inmate/offender upon completion of the dialogue.
16. All consent forms and evaluations will be forwarded to the Community Outreach unit for maintenance of records.