

 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
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## I. DEFINITIONS

“OVS” is the Office of Victim Services, Kentucky Department of Corrections.

"Victims" is defined by KRS 421.500.

## II. POLICY and PROCEDURES

Corrections officials and private prison officials shall inform victims of the release or escape of convicted felons from custody.

### A. Procedure for processing written notification.

1. A victim requesting notification of an inmate's release shall make a written request to the Department of Corrections Office of Victim Services, providing current address, home telephone number and daytime telephone number, if different. OVS shall immediately notify the victim of receipt of written request. If the victim contacts the institution first, the designated victim coordinator shall refer the victim to the DOC website for the written notification request form. If internet access is unavailable, the designated victim coordinator shall mail the written notification request form to the victim. The request from victim along with the letter from OVS shall be scanned into the offender management system and shall be marked as OVS Notification Request. The inmate's record in the offender management system shall be marked with a precaution alert with a note referencing the victim's written request.
2. Inmates who are being released by parole shall have an approved placement. Release information can be extracted from the approved parole placement information. An inmate being released from custody shall be required to leave the name and address of the person with whom he shall reside. Each person offering a home placement to an inmate being released

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by parole shall be notified that his name and address shall be released to the victim if requested.

3. The requesting victim shall be notified by letter of an inmate's release if he has provided a current address and telephone number along with his request. If the inmate provides an address and person to whom he is being released, that shall also be provided to the requesting victim.
4.
  - a. The Warden or his designee shall notify the requesting victim ten (10) working days prior to an inmate's release from that institution by furlough, parole or expiration of sentence.
  - b. Ten (10) working days prior to an inmate's furlough from a community service center or local facility, the Community Service Center Program Administrator shall notify the requesting victim.
  - c. Ten (10) working days prior to an inmate's release from custody from a community service center or local facility, Central Office Offender Information staff shall notify the requesting victim.
5. If an immediate release is effected, a telephone call shall be made to the documented number of the requesting victim. Written notification shall be forwarded within twenty-four (24) hours of the release. Only in the case of an inmate's completion of sentence shall the precaution alert be closed.
6. In a court-ordered discharge or escape, the requesting victim shall be notified of the date and time of the discharge or escape. This notification shall be by telephone if a number is available and shall occur as soon as possible. If no telephone number is available, written notification shall be mailed to the requesting victim within twenty-four (24) hours of the escape. When an escaped inmate returns to departmental custody, the requesting victim shall be notified of the apprehension in the same manner he was notified of the escape.
7. The requesting victim shall be responsible for keeping the Department advised of any change of address or telephone number. The Department shall serve notice to the address and telephone number of record only.
8. The Warden, Director of Local Facilities or his designees shall document in the inmate's file all attempts to notify the requesting victim by mail, telephone or fax. A detailed case note shall be entered into the offender management system of notification or attempts to notify victim(s) to include the name of the person making the call, the date and time of the call, whether the call was completed and the name of the person receiving the call.

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B. Procedure for electronic notification.

Corrections contracts with a vendor by the authority of KRS 196.280 to provide notification to victims or members of the public who request to be notified through the automated victim notification system known as V.I.N.E. (Victim Information and Notification Everyday). Notifications advise victims or members of the public that request to be notified, of all custody changes concerning their offender. Corrections uses “Alert Express” to notify members of the public, who live in the general vicinity of a prison facility, of all escapes that occur from that local facility. Only those members of the public who have called in their registration to be notified shall receive the automated telephonic notification.

The Department of Corrections shall provide training to staff involved with victim’s issues to include specific services available to crime victims, changes in laws impacting victims, way(s) of gaining access to services, confidentiality of victim information, ways for victims to communicate complaints and other concerns.