

Process for Victim-Inmate Dialogue

1. Victims Services Unit (VSU) staff will meet with the facility head or designated person and the facility victim liaison where the inmate is housed. The goal of the meeting will be to review the process for victim Inmate dialogue.
2. The VSU will ensure that the "Victims Services Unit Consent" forms (DOC 090215A and DOC 090215B) are signed by both the inmate and the victim, upon approval by facility head.
3. The DOC facility housing the inmate participating in victim inmate dialogue will provide a profile of the inmate by submitting the "Inmate Profile (misconduct) Screening" form (OMS Form 0081D) to the VSU.
4. A qualified mental health provider (QMHP) will provide a mental health review of the inmate to ensure the inmate's mental status is conducive to participating in the dialogue. The QMHP will advise the VSU in writing of the inmate's ability to participate in the dialogue.
5. The VSU coordinator will meet with the victim to review the process for the victim inmate dialogue. The following information will be covered:
 - Victim inmate orientation and preparation;
 - Sign "Consent" form;
 - Review expectations;
 - Review questions for inmate; and
 - Provide brochure concerning support system to victim.A second meeting will be arranged if necessary.
6. The inmate will participate in an Impact of Crime course at the facility, set up by the facility victim liaison to help prepare the inmate for interaction with the victim.
7. The VSU will conduct an interview with the inmate that will include a simulated interview to review questions the victim would like to ask, discussion with the inmate to work through answers he/she might provide, as well as an opportunity to address any questions or concerns the inmate may have.
8. The VSU will confirm the date of the dialogue and the location of the dialogue with facility head or designee.

9. Two days prior to dialogue, the VSU will arrange through the facility to contact the inmate in person or via phone to answer any questions or concerns.
10. Two days prior to dialogue, VSU will contact the victim to answer any questions or concerns.
11. Two days prior to the scheduled dialogue, the agency victim services coordinator will contact the facility to walk through the process and answer any questions or concerns.
12. The VSU coordinator or the facility liaison will meet the victim at the entrance to the facility at which time, the following will occur:
 - The VSU coordinator will introduce the victim to those who will be assisting with the victim inmate dialogue.
 - Individuals who will be present during the dialogue will be approved in advance of the dialogue and in conjunction with the facility head, or designee, and the VSU coordinator.
 - The VSU coordinator will go over the process with victim
 - Security will be coordinated through the facility head, or designee
 - Prior to the meeting, the victim will be shown the room and the seating arrangement in which the dialogue will take place.
13. The VSU coordinator will go over the rules for the dialogue; the victim will be given the choice of speaking first to the inmate.
14. At any point, the process can be stopped at the discretion of the victim, the inmate, or the VSU coordinator, if it is determined to be counterproductive.
15. Once dialogue is completed, the facility liaison will debrief the inmate.
16. The VSU coordinator will debrief the victim, referring the victim to follow up with their support system.
17. A follow-up call by the VSU coordinator to the facility and to the victim will take place two weeks following the victim inmate dialogue.
18. The Victim Inmate Dialogue survey will be provided to both the victim and the inmate within two weeks of completion of the dialogue.