

## Vision

The goal of the **ODOC Community Outreach and Victim Services (COU/VS)** is to assist members of the community affected by crime and coping with the post-conviction aspects of the criminal justice system.

Victims and survivors deserve tools for healing, as do inmates and offenders. The opportunity to accept a direct apology from an inmate or offender can make a significant difference and restore hope.

**The Apology Bank**, as well as the **Victim-Inmate Dialogue program**, is never permitted to be used for post-conviction or parole consideration by the inmate or offender. These victim-centered restorative justice programs help participants heal and move forward in life.

**For more information,  
please do not hesitate  
to contact us.**

Attn: Victim Services  
Community Outreach Unit  
Oklahoma Department of Corrections  
3400 Martin Luther King Ave.  
Oklahoma City, OK 73111

p. 405-425-2607  
victim.services@doc.ok.gov  
[oklahoma.gov/doc](http://oklahoma.gov/doc)

**We Change Lives!**

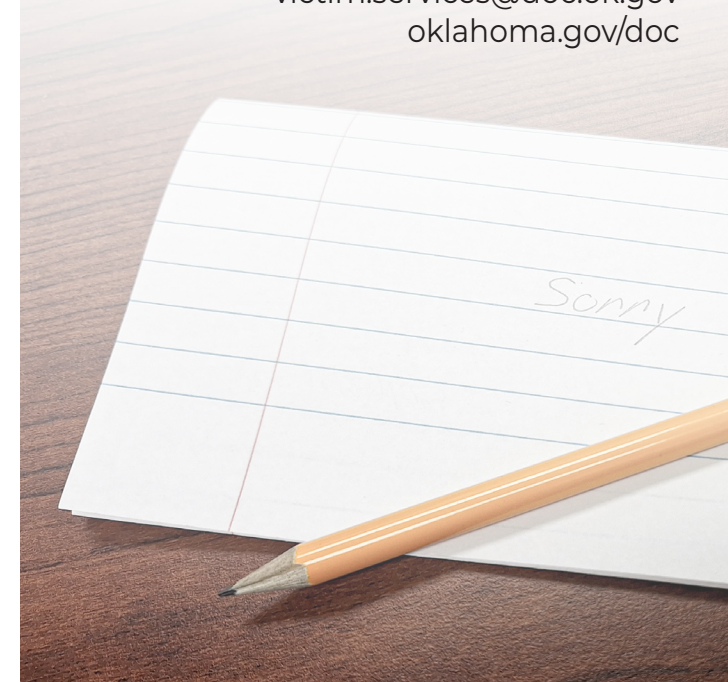


# the Apology Bank

**Victim Services  
Restorative Justice Program**

**Community Outreach Unit  
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## What is the Apology Bank program?

The Apology Bank is designed to function as a form of safe communication by which an inmate or offender may write a sincere apology letter to the specific individual, group of people, or organization adversely affected by or during the commission of their crime.

Inmates are never permitted to reach out directly to victims or survivors.

COU/VS will notify the victim witness coordinator in the appropriate district attorney's office if an apology letter is approved. Victims may choose to read the apology letter. They may request it directly from the unit. The letter will be kept in perpetuity by COU Victim Services.

## What is the process?

Inmates or offenders interested in participating are asked to do the following:

- Complete the *Inmate/offender Request to Participate* form.
- Complete the *Victim Impact Listen and Learn* course or equivalent approved course.
- Submit both the *Request to Participate* and the *Certificate of Completion of Victim Impact Listen and Learn* to COU/VS Unit.
- Submit their apology letter for review to the *Community Outreach Unit*.

## Where are the necessary forms?

The *Inmate/Offender Request to Participate* form is found on the victim services page of the ODOC website. Forms may be requested from the facility chaplain, case manager, probation/parole officer, or other ODOC staff member.

## Was the apology letter approved or unapproved?

If the apology letter is legible and appropriate, a notification letter is sent to the inmate or offender. The approved inmate or offender's name and ODOC number are then added to the list of approved Apology Bank names on the ODOC website:

[oklahoma.gov/doc](http://oklahoma.gov/doc)

## What could disqualify an apology letter?

Apology letters will be denied for, but not limited to, the following reasons:

- Plagiarism.
- Casting blame on the victim.
- Threatening the victim.
- Lack of remorse.
- Lack of accountability.
- Asking for forgiveness.
- Re-hashing events or details of the crime.
- Has a Victim Protective Order (VPO).

