Process for Victim Inmate/Offender Dialogue

1. The Community Outreach unit shall meet with the facility head, or designated person, and the facility victim liaison where the inmate/offender is housed to review the process for victim inmate/offender dialogue.

2. The Community Outreach unit shall ensure that the "Community Outreach Unit Consent" forms (DOC 090215A and DOC 090215B) are signed by both the inmate/offender and the victim, upon approval by the facility head.

3. The Community Outreach unit coordinator shall meet with the victim to review the process for the victim inmate/offender dialogue. The following information will be covered:
   - Victim inmate/offender orientation and preparation;
   - Sign "Consent" form;
   - Review expectations;
   - Review questions for inmate/offender; and

A second meeting shall be arranged 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 that shall include a simulated interview to review questions the victim would like to ask, discussion with the inmate/offender to work through answers he/she might provide, as well as an opportunity to address any questions or concerns the inmate/offender may have.

6. The Community Outreach unit shall confirm the date of the dialogue and the location of the dialogue with facility head or designee and the facility victim liaison.

7. Two days prior to the scheduled dialogue, the facility liaison shall contact the inmate/offender in person to answer any questions or concerns.

8. Two days prior to the scheduled dialogue, the Community Outreach unit shall contact the victim to answer any questions or concerns.

9. Two days prior to the scheduled dialogue, the agency 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 who will be assisting with the victim inmate/offender dialogue.
- Individuals present during the dialogue shall be approved in advance of the dialogue and in conjunction with the facility head, or designee, and the Community Outreach unit coordinator.
- Security shall be coordinated through the facility head, or designee.
- Prior to the meeting, the victim shall be shown 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; the victim shall be given the choice of speaking first to the inmate/offender.

12. At any point, the process can be stopped at the discretion of the victim, the inmate/offender, or the facility liaison if it is determined to be counterproductive.

13. Once dialogue is completed, the facility liaison shall debrief the inmate/offender.

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.