

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
154**

VICTIM SERVICES

Supersedes: AR 154 (06.07.04)

Effective date: 05/08/08

AUTHORITY: NRS 209.131; NRS 209.521; NRS 213.005

RESPONSIBILITY

1. The Victim Services Unit ("VSU") is responsible to provide services to crime victims including, but not limited to:
 - A. Provide registered victims of crime with inmate information upon request.
 - B. Assist staff members who have been victimized in the workplace.
 - C. Registration, notification, protection from harassment and harm, referral to support programs, and advocacy for underserved victims.
 - D. Upon request of the victim, accompaniment to hearings, including but not limited to, parole, pardons board, parole violation, psychological review panel, and executions.
 - E. Assist staff of the Offender Management Division and the Division of Parole & Probation with victim notification of offender residential confinement programs.
 - F. Implementation of the Prison Rape Elimination Act, including but not limited to: staff training, development of procedures and policies, community outreach, inmate education and staff resource.

154.01 VICTIM NOTIFICATION OF OFFENDER INFORMATION

1. If a victim, victim family member, threatened party or interested party makes a request, the VSU shall provide the individual[s] with information concerning the offender.
 - A. VSU's procedural manual shall define threatened and interested parties and identify what information is provided to victims.
2. An offender should not be temporarily released into the community for any purpose unless notification of the release has been given to every victim of the offender who has requested notification and has provided a current address.

3. The VSU or Director should not be held responsible for giving any notice required pursuant to subsection 1 or 2 above if no address was provided to the VSU, or the address given is inaccurate or not current.

154.02 POTENTIAL VICTIMS OF OFFENDERS UPON RELEASE

1. The Department notifies identified victims of an offender's escape or release.
2. Every effort will be made by the VSU to contact the victim(s) and inform them of the inmate's release/escape.
3. Should staff become aware of a potential threat to any person, they shall notify their warden, Inspector General or VSU as soon as possible, either in writing, via phone call, or e-mail.
4. Should the VSU have difficulty locating these persons, the Inspector General's Office should be contacted for assistance in locating them through law enforcement channels.

A. All efforts to contact these persons will be fully documented, and the documentation will be placed in the NOTIS system, offender's C-file, and the VSU's file.

154.03 VICTIM FILE MAINTENANCE

1. All information contained in the victims' files maintained by the VSU is confidential and shall be kept in a secured location.

154.04 APPLICABILITY

1. This regulation requires an Operational Procedure for the Victim Services Unit.
2. This regulation does require an audit.

REFERENCES: Victim Services Procedure Manual
AR 155
ACA 4-4447

Howard Skolnik, Director

Date