



KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 21-101	PAGE NUMBER 1 of 6
		SUBJECT: VICTIM SERVICES: Victim Notification	
Approved By:  Secretary of Corrections		Original Date Issued:	10-13-89
		Current Amendment Effective:	09/19/11
		Replaces Amendment Issued:	04-29-11

POLICY

Victim information shall be collected on all inmates at the time of sentence computation. Victims of offenses classified as class "A" felonies or off-grid felonies shall be provided written notification in advance of scheduled public comment sessions; victim comments shall be solicited for presentation to the Prisoner Review Board for public comment sessions. Victims of offenses committed in violation of K.S.A. Chapter 21, Article 33, 34, 35, and 36 shall be provided written notification of the following: Pending pardon or commutation actions by the Governor; pending release of an inmate to post release supervision, parole, conditional release or expiration of sentence; if the inmate is placed in work release or is granted emergency furlough privileges. Victims of offenses committed by any inmate shall be provided written notification of application for clemency submitted by that inmate, the escape or death of that inmate while in custody, and any apprehension and/or return of that escapee to KDOC status from escape status. (ACI 3-4393-1; APPFS 3-3195)

Inmates shall not be placed in community programs, including non-prison based employment, until written notification has been provided to the victim or victim's family. When, for any reason, conditions require the notification of victims or victims' families by way of the telephone, follow-up written notification of the inmate's status shall be required.

Other requests for notification of victims not identified above shall be considered and accommodated if determined reasonable.

Information regarding victims or victims' families, which has been provided to the Department by the victims or victims' families, shall be kept confidential and separate from all other inmate records. Such records and documentation/information shall not be made available to the inmate or any person other than the victim or the victim's family. Victim Services Division staff, the Public Information Officer, designated IT staff, and designees of the Victim Services Director shall be the only staff who have access to the Department's victim database.

Victim Services staff shall be responsible for coordinating notification and all other Victim Services programs. Victims Services staff shall receive training on the history of Victim Services, specific services available, changes in laws impacting victims, way(s) of gaining access to services, confidentiality of victim information, ways for victims to communicate concern/complaints, program evaluation measures, including victim input from the Victim Satisfaction Survey, and referral sources for additional victim needs. All KDOC staff shall receive training regarding the role of the Victim Services Division and victims' issues. Training on victim services shall be a part of basic training.

DEFINITIONS

Community programs: Any work assignment outside the security perimeter of the facility (i.e., off the grounds of the facility).

Notification: Informing the victim or victim's family in writing that an inmate has escaped or has been apprehended, or of an inmate's status with regard to pardon, commutation of sentence, release to post incarceration supervision, or placement in a community program.

Off-Grid felonies: 1st degree murder (K.S.A. 21-3401), 2nd degree murder (K.S.A. 21-3402) and treason (K.S.A.21-3801).

Public comment session: An open forum, scheduled by the Prisoner Review Board, at which citizens may present comments either supporting or opposing the parole release of an inmate.

Release: Discharge of an inmate from confinement to post-release supervision status, parole, conditional release, or expiration of maximum sentence.

Victim: A person who has suffered harm as the result of any crime.

Victim's Family: Spouse, surviving spouse, children, parents, legal guardian, siblings, stepparent or grandparents.

Victims' File: Those files maintained by the Victim Notification Coordinators containing victim information.

Victim Notification Coordinator: A staff member designated by the Secretary of Corrections to coordinate the procedures for the notification of victims in accordance with applicable statutes.

Victim Services Director: The staff member designated by the Secretary of Corrections to oversee victim services provided by the department.

PROCEDURES

I. Identification of Applicable Inmates

- A. Inmates to whom this policy applies (see Attachment A and the definition of off-grid felonies) shall be identified at the time of sentence computation.
 1. Inmates convicted of offenses with no identifiable victim(s) (see Attachment B) shall not be covered by the provisions of this IMPP unless they are also serving a sentence for a crime listed on Attachment A or an off-grid felony.
 2. The admission data summary sheet (located on the top left hand of master file) shall be stamped "Victim Notification Required" in red ink on the right hand side of the space provided for item #17, by the records clerk at admission facility.
 3. The record's clerk at the initial receiving facility shall code the appropriate items of the inmate's computer master record and sentence summary record with a "V" at the time an applicable sentence is entered into the data base.
 - a. The records clerk of the initial receiving facility shall ensure that all appropriate file and computer annotations are made.
 - b. With the exception of new offenses, the Victim Notification Coordinators shall be responsible for all subsequent data entry functions.
 4. The Victim Notification Data Sheet (Attachment C, Form #01-121-001) shall be completed and forwarded to a Victim Notification Coordinator at the Central Office.
 - a. If the required information cannot be obtained from admission documents by admission facility records staff, the incomplete Victim Notification Data Sheet shall be mailed by admission facility records staff to the county or district attorney or the Victim Witness Coordinator in the county of conviction via form letter (Attachment D, 01-121-002) requesting assistance in the completion of the Data Sheet.

- b. Upon completion of the Victim Notification Data Sheet by the county or district attorney or the county Victim Witness Coordinator or designee, his/her cooperation shall be requested to return the Data Sheet to Victim Notification Coordinator in the Central Office.
- B. Requests for notification from persons not covered by existing statutes shall be directed to the Victim Notification Coordinators.
1. The Victim Notification Coordinators shall advise facility classification and records personnel of these notification requests so the inmate's master file may be properly notated.
 2. The practice of providing courtesy notifications may be halted by the Secretary of Corrections if such practice becomes infeasible.
 3. Any departmental employee aware of a need to request notification shall contact a Victim Notification Coordinator with such information as soon as possible.

II. Procedures for Search of Victim Information

- A. The search for victim related information necessary for notification purposes shall begin as soon as a decision or determination affecting the inmate's status is received/made regarding admission, readmission, release or placement as a result of:
1. Prisoner Review Board Decision to Parole;
 2. Facility Approval of an Emergency Furlough Request;
 3. Facility recommendation for Transfer to Work Release Facility (as a participant or permanent party inmate);
 4. Classification as minimum custody in anticipation of placement in Community Program, including non-prison based employment;
 5. Thirty (30) days in advance of the KPB's public comment session prior to the inmate's parole eligibility;
 6. Thirty (30) days in advance of the projected Conditional Release date;
 7. Thirty (30) days in advance of the Expiration of Sentence date;
 8. Thirty (30) days in advance of projected release on post-release supervision status;_or,
 9. Admission or readmission to a Departmental confinement facility .
- B. Any inmate's application for clemency shall be considered a reason to initiate the search for victim information.
- C. Facility staff shall provide a list of the names of the inmates for whom victim notification is required to the Victim Notification Coordinators in the Central Office under the conditions listed in sections I.A. and II.A., above.
1. Facility staff shall not be directly involved in the actual search for victim information as that task shall be the responsibility of the Victim Notification –Coordinators in Central Office as indicated below.
- D. The Victim Notification Coordinators shall determine if current victim information is contained in the Department's victim database or in the Central Office Victims Files.
- E. If victim information cannot be located in the database or the Central Office Victims File, the Victim Notification Coordinators shall conduct a search by at least one of the following methods:

1. Requesting the information from the Victim/Witness Coordinator in the county/district attorney's office in the county of conviction; or,
 2. Conducting a search of local telephone directories, utilizing directory assistance, as needed, to attempt to locate the victim or the victim's family.
- F. The Victim Notification Coordinators shall update the computer database with any new information related to victims as the result of the search for victim information.

III. Victim Notification Procedures (ACI 3-4393-1; APPFS 3-3195)

- A. Except as indicated herein, a Victim Notification Coordinator or the Department's Victim Services Director shall generally be responsible for all victim notification.
1. In the event of an escape of an inmate, or the apprehension of an escapee where victim notification is required, the Department's Victim Services Director shall be notified as provided in pertinent procedures of IMPP 01-113 as soon as feasible so that the notification process can begin.
 - a. Nothing shall preclude direct notification of the victim by the warden if in the warden's determination such immediate action is necessary and the victim's address and/or telephone number is available to the warden.

[1]. If such action is taken by the warden, the Victim Services Director shall be notified of such in a timely manner.
 - b. The Victim Services Director shall provide each warden with such current contact information as is necessary to notify the Director both during business hours and on weekends and holidays.
- B. Notification shall be made by first-class mail using a release notification letter.
1. The letter shall be signed by a Victim Notification Coordinator, or another staff person from the Victim Services Division.
 2. A copy of the letter shall be retained in the victim's file maintained by Victim Notification Coordinator.
- C. In addition to those inmates specified under the criteria set forth at procedure II.A. of this policy, each facility shall provide to the Victim Notification Coordinators, a weekly list of the names of all inmates in that facility for whom a release or placement date is known and which is scheduled to occur within the following 30 days.
- D. When an inmate convicted of a Chapter 21, Article 33, 34, 35, or 36 crime is being placed in a non-prison based employment position or released to post-release supervision status or by way of parole, conditional release or expiration of maximum sentence and the notification of the authorization of placement or release is received by the Victim Notification Coordinators less than five (5) days prior to the release, notification shall be attempted initially by telephone.
1. A memorandum of the telephone notification or attempt to notify shall be documented.
 2. Although releases to post-release supervision, conditional release, or expiration of sentence shall not be delayed if notification efforts are unsuccessful (unless the release is for placement of the inmate on furlough status), all efforts possible to notify shall be made prior to any release.
- E. No inmate shall be placed in community work programs, including non-prison based employment, or work release program until the notification letter has been mailed and sufficient time (not less than five (5) working days) has been given for the notification letter to be received.

1. Notification of plans to place an inmate in non-prison based employment shall include the name of the facility in which the inmate is incarcerated and the name of the city in which the private industry program is located.
- F. Efforts to obtain victim comments regarding an offender's potential parole release shall be made by a Victim Notification Coordinator prior to the KPB's public comment session.
1. The Victim Notification Coordinators shall utilize the list of inmates scheduled for the public comment session to determine which victims should be notified of the inmate's parole eligibility status.
 2. A Victim Notification Coordinator shall send a Notification of Public Comment Sessions letter to the victim. The letter shall identify the offender's name, number and the date of the parole board hearing. The letter shall include a victim impact statement that the victim shall be encouraged to complete and return to the Office of Victim Services.
- G. Victim notifications shall be made by first-class mail using the outline contained in the release notification letter.
1. The letter shall be signed by a Victim Notification Coordinator, or another staff person from the Victim Services Division.
 2. A copy of the letter shall be retained in the victim's file maintained by the Victim Notification Coordinators.
- H. No inmate shall be released by way of emergency furlough until telephone notification is made.
1. Due to the nature of emergency furloughs, the usual five (5) day period for written notification is normally not possible but telephone notification shall be necessary prior to any release on emergency furlough.
- I. At the time the victims of inmates placed in work release are notified of the placement, the victims shall also be informed that work release inmates may be granted furloughs without further notice to the victim.
- J. Facility staff shall notify the Victim Notification Coordinators in the event that an inmate is approved to attend a funeral or have a death bed visit. Victim notification shall occur in these cases only when deemed appropriate by the Victim Services Director
1. Criteria employed by the Victim Services Director in determining the propriety of notification in such cases shall include consideration of, but not be restricted to, the following issues:
 - a. Likelihood of contact with victim(s);
 - b. Prior expressions of concern by victim(s); and,
 - c. Geographic proximity of the funeral or death bed visit to the residence or work site of the victim(s)

IV. Confidentiality

- A. All victim and victim's family information, except that information contained in Intelligence and Investigation (I & I) files, shall be located in files maintained by the central office Victim Notification Coordinators and shall not be placed in the inmate file. Victim Services Division staff, the Public Information Officer, designated IT staff, and designees of the Victim Services Director shall be the only staff having access to the Department's victim database.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

KSA 21-3402, 22-3717, 22-3718, 22-3727, 22-4707, 74-7338

KAR 10-9-1 through 10-15-1

ACI 3-4393-1

APPFS 3-3195

ATTACHMENTS

Attachment A - Kansas Criminal Code Chapter 21, Article 33, 34, 35, and 36 Offenses, 4 pages

Attachment B - Crimes with No Identifiable Victim(s), 3 pages

Attachment C - Victim Notification Data Sheet 1 page

Attachment D - County Clerk Assistance Letter, 1 page

Kansas Criminal Code
Victim Notification Offenses
Chapter 21, Article 33, 34, 35, 36, 37, 38, 41, 42, & 43

21-3301	21-5301	Chap. 30, Sect. 14	Attempt
21-3302	21-5302	Chap. 30, Sect. 15	Conspiracy
21-3303	21-5303	Chap. 30, Sect. 16	Criminal Solicitation
21-3604	21-5605(a)		Abandonment of a child
21-3609	21-5602	Chap. 30, Sect. 285	Abuse of a child
21-3411	21-5412(d)	Chap. 30, Sect. 18	Aggravated Assault on a Law Enforcement Officer
21-3412	21-5413(a)	Chap. 30, Sect. 19	Battery
21-3413	21-5413©	Chap. 30, Sect. 19	Battery against a Law Enforcement Officer
21-3415	21-5413(d)	Chap. 30, Sect. 19	Aggravated Battery against a Law Enforcement Officer
21-3438	21-5427	Chap. 30, Sect. 27	Stalking
21-3504	21-5506(b)	Chap. 30, Sect. 31	Aggravated Indecent Liberties with a child
21-3510	21-5508(a)		Indecent Solicitation of a Child
21-3511	21-5508(b)		Aggravated Indecent Solicitation of a Child
21-3422a	21-5409(b)		Aggravated Interference with Parental Custody
21-3410	21-5412(b)	Chap. 30, Sect. 18	Aggravated Assault
21-3414	21-5413(b)	Chap. 30, Sect. 19	Aggravated Battery
21-3603	21-5604(b)		Aggravated Incest
21-3421	21-5408(b)		Aggravated Kidnapping
21-3427	21-5420(b)		Aggravated Robbery
21-3518	21-5505(b)		Aggravated Sexual Battery
21-3506	21-5504(b)	Chap. 30, Sect. 30	Aggravated Criminal Sodomy
21-3406	21-5407		Assisting Suicide
21-3612	21-5603		Contributing to a Child's Misconduct or Deprivation
21-3602	21-5604(a)		Incest
21-3503	21-5506(a)	Chap. 30, Sect. 31	Indecent Liberties with a Child
21-3422	21-5409(a)		Interference with Parental Custody
21-3404	21-5405		Involuntary Manslaughter
21-3420	21-5408(a)		Kidnapping
21-3401	21-5402		Murder in the First Degree
21-3502	21-5403		Murder in the Second Degree
21-3513	21-6420	Chap. 30, Sect. 60	Promoting Prostitution

21-3502	21-5503	Chap. 30, Sect. 29	Rape
21-3426	21-5420(a)		Robbery
21-3516	21-5510	Chap. 100, Sect. 16	Sexual Exploitation of a Child
21-3403	21-5404	Chap. 30, Sect. 17	Voluntary Manslaughter
21-3412a	21-5414	Chap. 30, Sect. 20	Domestic Battery
21-3405	21-5406		Vehicular Homicide
21-3408	21-5412(a)	Chap. 30, Sect. 18	Assault
21-3409	21-5412©	Chap. 30, Sect. 18	Assault on a Law Enforcement Officer
21-3416	21-6325		Unlawful Interference with a Firefighter
21-3419	21-5415(a)		Criminal Threat
21-3419a	21-5415(b)		Aggravated Criminal Threat
21-3424	21-5411		Criminal Restraint
21-3425	21-5416		Mistreatment of a Confined Person
21-3435	21-5424		Exposing another to a Life Threatening Communicable Disease
21-3437	21-5417	Chap. 91, Sect. 33	Mistreatment of a Dependant Adult
21-3439	21-5401		Capital Murder
21-3442	21-5405(a)(3)		Involuntary Manslaughter while Driving Under the Influence of Alcohol or Drugs
21-3443	21-5413(e)	Chap. 30, Sect. 19	Battery against a School Employee
21-3444	21-6326		Unlawful Interference with an Emergency Medical Services Attendant
21-3445	21-5425	Chap. 30, Sect. 25	Unlawful Administration of a Substance
21-3446	21-5426(a)	Chap. 30, Sect. 26	Human Trafficking
21-3447	21-5426(b)	Chap. 30, Sect. 26	Aggravated Human Trafficking
21-3448	21-5413(f)	Chap. 30, Sect. 19	Battery against a Mental Health Employee
21-3449	21-5421	Chap. 30, Sect. 23	Terrorism
21-3450	21-5422	Chap. 30, Sect. 24	Illegal use of Weapons of Mass Destruction
21-3451	21-5423		Futherance of Terrorism or Illegal Use of Weapons of Mass Destruction
21-3452	21-5419		Application of Certain Crimes to an Unborn Child
21-3505	21-5504(a)	Chap. 30, Sec. 30	Criminal Sodomy
21-3508	21-5513		Lewd and Lascivious Behavior
21-3517	21-5505(a)		Sexual Battery
21-3520	21-5512	Chap. 30, Sec. 33	Unlawful Sexual Relations

21-3522	21-5507		Unlawful Voluntary Sexual Relations
21-3523	21-5509		Electronic Solicitation
21-3604a	21-5605(b)		Aggravated Abandonment of a Child
21-3608	21-5601(a)	Chap. 30, Sect. 34	Endangering a Child
21-3608a	21-5601(b)	Chap. 30, Sect. 34	Aggravated Endangering a Child
21-3610	21-5607(a)		Furnishing Alcoholic Liquor or Cereal Malt Beverage to a Minor
21-3610b	21-5607(b)		Furnishing Alcoholic Beverages to a Minor for Illicit Purposes
21-3610c	21-5608		Unlawfully Hosting Minors Consuming Alcoholic Liqueor or Cereal Malt Beverage
21-3716	21-5807(b)		Aggravated Burglary
21-3718(a)(1)(A), (a)(1)(B), & (a)(2)	21-5812(a)	Chap. 30, Sect. 37	Arson
21-3719	21-5812(b)	Chap. 30, Sect. 37	Aggravated Arson
21-3731	21-5814		Criminal Use of Explosives
21-3742(a) & ©	21-5819	Chap. 30, Sect. 38	Throwing, or otherwise Casting Rocks or Other Objects onto Street, Highway, or Railroad Right of Way or Railroad Property
21-3801	21-5901		Treason
21-3810(b)(1), (b)(2), (b)(3), (b)(4), (b)(5), (b)(6), (b)(7)	21-5911(b)	Chap. 30, Sect. 39	Aggravated Escape from Custody
21-3812(d)	21-5913		Aiding a Person Required to Register under the Kansas Offender Registration Act
21-3829	21-5922(b)	Chap. 30, Sect. 42	Aggravated Interference with the Conduct of Public Business
21-3832	21-5909(a)		Intimidation of a Witness or Victim
21-3833	21-5909(b)		Aggravated Intimidation of a Witness
21-3843	21-5924		Violation of a Protective Order
21-4104	21-6201(a)		Riot
21-4105	21-6201(b)		Incitement to Riot
21-4209	21-6312(b)		Criminal Disposal of Explosives
21-4219	21-6308(a)(1)&(2)		Criminal Discharge of a Firearm at an Unoccupied Dwelling; Criminal Discharge of a Firearm at an Occupied Building or Occupied Vehicle
21-4220(a)(2) & (a)(3)	21-6310		Unlawful Endangerment
21-4222(a)(2)	21-6317(b)		Aggravated Endangering a Food Supply
21-4227	21-6314		Recruiting Criminal Street Gang

			Intimidation
21-4228	21-6315		Criminal Street Gang Intimidation
21-4301(2)	21-6401(a)	Chap. 30, Sect. 57	Promoting Obscenity (Second or Subsequent Conviction)
21-4301a(2)	21-6401(b)	Chap. 30, Sect. 57	Promoting Obscenity to Minors (Second or Subsequent Conviction)

CRIMES WITH NO IDENTIFIABLE VICTIM(S)

<u>Statute</u>	<u>Crime</u>
8-113	Vehicles; Identity of; Unlawful Acts
8-262	Vehicles; Driving while License Canceled/Suspended/ Revoked (3rd & Subsequent)
8-287	Vehicles; Habitual Violator; Unlawful to Operate Vehicle
8-607	Vehicles; Fair Trade; Penalties (for violation of 8-601 to 8-610)
8-1568	Vehicles; Flee or Attempt to Elude a Police Officer, 3rd or subsequent
21-3513	Prostitution - Promoting (prostitute under 16 years of age)
21-3514	Prostitution - Habitually Promoting
21-3726	Traffic Signal - Tampering with a; Aggravated
21-3805	Perjury - in Felony Trial
21-3805	Perjury - other than Felony Trial
21-4105	Riot - Incitement to
21-4201	Weapons Violation (section a7 or a8)
21-4204	Weapons Violation (section a2 or a3)
21-4214	Prescription - only Drug; Obtaining by Fraudulent Means - 2nd or subsequent
21-4215	Prescription - only Drug; Obtain by Fraudulent Means for Resale
21-4304	Gambling - Commercial
21-4306	Gambling Devices - Dealing in
21-4308	Gambling - Installing Communication Facilities for
21-4401	Racketeering
25-2409	Elections; Election Bribery
25-2411	Elections; Election Perjury

<u>Statute</u>	<u>Crime</u>
25-2412	Elections; Election Forgery
25-2414	Elections; Possessing False or Forged Election Supplies
25-2417	Elections; Bribery of an Election Official
25-2418	Elections; Bribe Acceptance by an Election Official
25-2420	Elections; Election Fraud by an Election Officer
25-2421	Elections; Election Suppression
25-2422	Elections; Unauthorized Voting Disclosure
25-2423	Elections; Election Tampering
25-2425	Elections; Voting Machine Fraud
25-2426	Elections; Printing and Circulating Imitation Ballots
25-2428	Elections; Destruction of Election Supplies
25-2429	Elections; Destruction of Election Papers
25-2431	Elections; False Impersonation of a Voter
25-4414	Electronic/Electromechanical Voting System Fraud
25-4612	Optical Scanning Equipment Fraud
41-405	Liquor; Warehouses; False Reports & Unlawful Removals
44-619	Labor; Violations of Labor Act
50-123	Trade; Transactions Declared to be Gambling & Criminal
50-125	Trade; Unlawful Acts (under 50-122 to 50-124)
55-156	Oil & Gas; Protection of Water Prior to Abandoning Well
55-157	Oil & Gas; Cementing in of Surface Casing
55-904	Oil & Gas; Disposal of Salt Water - 2nd & Subsequent
65-2859	Healing Arts; Filing False Documents
65-2861	Healing Arts; False Swearing

<u>Statute</u>	<u>Crime</u>
65-4127A	Drugs; Opiates, Opium or Narcotic-Poss/Distr; 1st Offense
65-4127A	Drugs; Opiates, Opium or Narcotic-Poss/Distr; 2nd Offense
65-4127A	Drugs; Opiates, Opium or Narcotic-Poss/Distr; 3rd Offense
65-4127A	Drugs; Opiates, Opium or Narcotic-Poss/Distr ; w/in 1,000 ft school & def.18 or older
65-4127B	Other Drug Offenses
65-4141	Other Drug Offenses
65-4159	Other Drug Offenses
74-8717	Lottery; Forgery of Lottery Ticket
74-8718	Lottery; Unlawful Sale of Lottery Ticket (Subsequent)
74-8719	Lottery; Unlawful Purchase of Lottery Ticket (Subsequent)
79-3228	Taxation; Income Tax; Penalties & Interest
79-3834	Taxation; Cereal Malt Beverages; Penalties for Violations
79-5204	Taxation; Drugs; Evidence of Tax Payment
79-5208	Taxation; Drugs; Penalties

**KANSAS DEPARTMENT OF CORRECTIONS
VICTIM NOTIFICATION DATA**

NAME: _____ **KDOC #:** _____

CASE NUMBER(S): _____ **COUNTY:** _____

THIS INFORMATION HAS BEEN OBTAINED THROUGH DATA FROM REPORTS AND SUPPORTING DOCUMENTATION.

- If victim is a minor, please include the name of the residential parent/guardian. If providing additional names and addresses, please identify relationship to victim.
- If victim is deceased, please include relationship of surviving family/friends.

THIS SECTION WAS PREPARED BY: _____ **DATE:** _____

VICTIM: _____

PARENT/GUARDIAN: _____

VICTIM/OFFENDER RELATIONSHIP: _____

RESTITUTION OWED: Yes / No **TOTAL AMOUNT OWED:** _____

VICTIM'S MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

HOME PHONE: () **BUSINESS:** () _____

VICTIM: _____

PARENT/GUARDIAN: _____

VICTIM/OFFENDER RELATIONSHIP: _____

RESTITUTION OWED: Yes / No **TOTAL AMOUNT OWED:** _____

VICTIM'S MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

HOME PHONE: () **BUSINESS:** () _____

VICTIM: _____

PARENT/GUARDIAN: _____

VICTIM/OFFENDER RELATIONSHIP: _____

RESTITUTION OWED: Yes / No **TOTAL AMOUNT OWED:** _____

VICTIM'S MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

HOME PHONE: () **BUSINESS:** () _____

VICTIM NOTIFICATION REQUIRED

Enclosed are Victim Notification Data forms that are necessary to complete the Evaluation and Classification of inmates. Please complete these forms and return to our Department as soon as possible.

MAIL TO:

**KANSAS DEPARTMENT OF CORRECTIONS
ATTN: VICTIM NOTIFICATION OFFICE
LONDON STATE OFFICE BUILDING
900 SW JACKSON, 4th FLOOR
TOPEKA, KANSAS 66612**

Respectfully,

Reception & Diagnostic Center Records Office