

QUICK REFERENCE GUIDE - Information you are allowed and/or required to share with victims.

Note: Most offender information, with the exception of HIPAA-protected information, may be shared with victims in most cases. The following guidelines are not an exhaustive list.

Please consult a PCAN advocate in cases that may be complex or where you have concerns about sharing information. Advocates can help with messaging and creative solutions when needed for unusual situations.

****Always honor a victim request to opt out of notification, unless there is duty to warn.**

General information

1. What does it mean to be on parole? Post-prison supervision? Probation?
2. Role of the Parole Board/Supervising Officer
3. Ways to contact PPO
4. Referrals to local community victim service agencies for safety-planning and support
5. Potential for earned discharge/early release (if applicable), and explanation of that process

Offender Status Information:

1. If offender has pending violation hearing (ORS 147.545) as well as reason(s) for the hearing.
2. Travel permit that allows offender to travel, especially to a location where the victim may be, as well as general location of the travel destination
3. Any contact or safety concerns (i.e., offender cut off his GPS bracelet).
4. If offender is on warrant status or absconds.
5. When offender is placed on inactive supervision (casebank) or is released from supervision.
6. If offender is transferred to another jurisdiction for supervision.
7. If offender requests interstate compact (ICAOS rule 3.108).
8. If offender is deported.
9. If offender dies.
10. If offender is granted clemency or pardon.
11. Current photo, description, identifying characteristics, etc.

Additional information upon request: Some specific information may be helpful to victims as they make decisions about their personal safety or lives. The following information can and should be released to a victim upon request. (Unless there is an obvious safety issue, in which case, staff with a PCAN advocate)

1. Conditions of Supervision. The order of supervision conditions is a public document.
2. Offender's location (including residence neighborhood, treatment programs, employer). Recommend disclosing general neighborhood/area (down to roughly a 4 block radius) of offender's residence and frequently visited locations (e.g. "Best to avoid the area between SW 106th and SW 110th, between Canyon Rd. and Walker Rd."). May provide a map with areas to avoid. Others as appropriate; travel permit destinations, unusual circumstances, medical facilities, etc.
3. Whether offender has been in compliance, reported as scheduled, had any violations of supervision conditions and, which conditions were violated.
4. Whether offender is making payments on restitution, how much, and how the money is being applied (past Vs, court fines, supervision fees, etc.).
5. Whether offender is compliant with treatment requirements (not status of treatment), and what the treatment requirements are.
6. Polygraph outcomes; including questions asked and any disclosures made during the pre and post interviews.
7. When an offender relocates (Compact or a move to a different geographic location) and general destination (i.e. City, State, Country).

Safety Considerations and Tips

PPO or system contact with victims can sometimes put the victim in increased danger. To address this risk, ask the victim about the safest way to make contact and follow the victim's lead. Revisit this topic regularly to ensure that circumstances have not changed.

1. Be kind and patient with victims and committed to finding a win-win solution. This will help the victim feel safer and reduce distress.
2. Be careful about contacting victims via telephone. Even a blocked number showing up on their caller ID can cause offenders to become suspicious and put the victim in danger.
3. Email communication should be avoided, as there is no way to assure that the victim is the only party receiving the communication. If a victim prefers email, let them know the risks of using email communication, ensure communication contains your jurisdiction's confidentiality disclaimer.
4. If communication is sent by mail, it may be safest to use plain envelopes without a return address. However, like email communication, there is no way to ensure that the victim is the only party receiving the communication. Good practice would be to simply ask the victim in advance what to do about the return address (e.g. They may agree with you on a faux address ahead of time, or provide an alternate address where they can receive mail, etc.).
5. Redact victim information from offender documents before disseminating.
6. Keep notes about victim contacts and victim disclosures separately from the offender's documents to assure victim privacy.
7. If victim was younger than 18 years old when the crime occurred they can request that the person convicted (for certain crimes) not live within three miles of their home (in counties where the population is over 130,000) (other exceptions may apply). [ORS 137.540(4)(a), 144.102(4)(c)(A), 144.270(4)(c)(A)]
8. If an Offender asks the PO for contact with the victim, PO should NOT tell the offender they will ask the victim. This sets up a situation where the victim could be blamed by the offender if PPO refuses to allow contact. Instead, say, "Contact will depend on a variety of factors in your case. It is better, for now, that you focus on improving your behavior and completing the conditions of your supervision. I will keep your request in mind, and will let you know if and when contact might be allowed." Yes, do get the victim's perspective on this request, but PPOs should not disclose to the offender that the PPO spoke with the victim or what the victim disclosed to the PPO.
9. Don't give the V's contact info to the offender, offender's family, a treatment provider, etc. without written consent from the victim.

PPO Office Contacts:

Rhea DuMont, Multnomah County
Haley Pursell, Multnomah County
Annette Chrisemer, Marion County
Sarah Everett, Yamhill County

Heather Edge, Lane County
Amy Smith, Washington County
Ken Rolfe, Washington County
Shannon Barkley, Clackamas County