

QUICK REFERENCE GUIDE FOR PO'S

What You Can Release

Most offender information may be shared with victims, **including**:

GENERAL INFORMATION

- What it means to be on supervision/probation.
- What your role is, and ways to contact you.
- What are the conditions of probation.
- What is the possibility for early release.
- Current photo, description, identifying characteristics, etc.



OFFENDER STATUS INFO

You may share status information **including if offender has:**

- a pending violation hearing (ORS 147.545) as well as reason(s) for the hearing.
- a travel permit, especially to a location where the victim may be.
- any contact or safety concerns (e.g. offender cut off GPS bracelet).
- any warrants or absconds.
- been granted clemency or pardon.
- been placed on inactive supervision (casebank) or is released from supervision.
- been transferred to another jurisdiction for supervision.
- requested interstate compact (ICAOS rule 3.108).
- been deported.
- been determined to be deceased.

Specific Information

may be helpful to victims as they make decisions about their personal safety. The following information can and should be released to a victim upon request. If there is an obvious safety issue, staff with a supervisor and/or a post-conviction advocate.

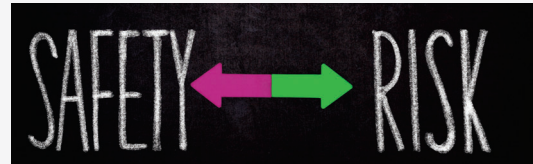


- **Offender's location**, you can disclose general area of offender's residence, and frequently visited locations (e.g. "Best to avoid the area between X and X."). You may provide a map with areas to avoid.
- **Restitution status**, how much is owed, and how are you holding them accountable for payment.
- **Compliance with supervision conditions**, including treatment requirements.
- **Polygraph outcomes**, including questions asked, and any disclosures made during the pre and post interviews. (don't disclose personal information about any additional victims.)

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Victim Safety

Revisit this topic regularly to ensure that circumstances have not changed.



- Do not put victim contact information in DOC 400, keep notes brief, mark the chrono confidential for redacting purposes.
- If a victim requests to opt out of notification, honor that request (**unless there is a duty to warn**).
- Ask the victim their preference for communication, (phone, email, text, mail.) Discuss security of each option (e.g. does offender know passwords?), and document notification preference.
- Refer to your agency policy regarding requests for offender documents before disseminating.
- 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).
- If an offender asks you for contact with the victim, consult your county policy and always consider the victim's perspective (don't disclose to the offender that you spoke with the victim)
- Don't give the victims' contact information to the offender or offender's family without written consent from the victim.

Please feel free to consult a post-conviction advocate when you have concerns about sharing information. Advocates can help with messaging, and provide creative solutions for unusual situations.

Post-Conviction Advocate Contacts:

Clackamas County, Shannon Barkley (503-655-8776)
 Lane County, Heather Edge (541-682-3192)
 Marion County, Annette Chrisemer (503-540-8041)
 Multnomah County Advocate Line (503-988-7606)
 Washington County, Amy Smith (971-724-0216)
 Yamhill County, Sarah Everett (503-474-4967)
 Board of Parole and PPS, Robyn Masella (503-945-0907)

REFERRALS

- If you don't have an in-house advocate, get to know your local advocacy services and resources.
- Provide referrals to **culturally specific** victim service agencies whenever possible.
- Utilize a language service when needed.