

Additional Services

Advance Notification

If you ENROLL in the Department of Corrections victim witness notification program, you will receive notification from us when the following occur: a date is set for the offender to release to the community; a date is set for the offender to transfer to work release; the offender dies during confinement in prison; the offender escapes; and when the offender is recaptured following an escape. **To receive Advance Notification services you must enroll and keep your contact information updated.**

Community Victim Liaisons

A Community Victim Liaison (CVL) is a victim advocate who works for the Department of Corrections (DOC) and can assist you with any questions or concerns you have regarding an offender that is in prison or in the community under supervision. A CVL is available in your area to assist with developing a personalized safety plan. They may also provide community referrals and resources.

Victim Offender Dialogue Meeting (VOD)

In some cases victims or survivors may wish to meet directly with an offender while the offender is in prison. People choose to do this for a variety of reasons. The process is not for everyone. It requires a substantial commitment of time for preparation and can have a deeply emotional impact. Under Department of Corrections Policy these meetings can be initiated only by the victim or survivor.

More Information

For more information about the **Accountability Letter Bank or other services** please contact:

Victim Services Program

Phone: 800-322-2201

Email: docvictimservices@doc.wa.gov

Website: www.doc.wa.gov/victims/

For more detailed information about notification services, see [DOC policy 390.300](#). For more information about the Accountability Letter Bank or Victim Offender Dialogue meetings, see [DOC policy 390.350](#).

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The Accountability Letter Bank



Victim Services
PO Box 41119
Olympia, WA 98504-1119

1-800-322-2201

docvictimservices@doc.wa.gov
www.doc.wa.gov/victims/



What is an Accountability Letter?

Some offenders are remorseful for the harm they have caused others.

An accountability letter is a way for an offender to convey to the victim/survivor that the offender understands the harm caused and is taking responsibility for the crime.

Offenders may also share the positive things they have done and the steps they have taken to change their lives.

Where do the letters go?

The offender submits his/her letter(s) for deposit in the **Accountability Letter Bank (ALB)** where they are held indefinitely or until the victim/survivor requests to receive the letter.

Are all letters to victims accepted for deposit in the Accountability Letter Bank?

The letters will be reviewed by the Department of Corrections (DOC) Victim Services Program staff prior to being accepted for deposit in the Accountability Letter Bank. The letter should relate to a specific incident and victim/survivor and the content of the letter should acknowledge the harm done and demonstrate acceptance of responsibility for the crime.

The content of the letter should not blame others, offer excuses or request forgiveness from the victim/survivor.

If the letter does not meet these guidelines or is in other ways not appropriate it will not be accepted for deposit and will be returned to the offender.

How will I know if there is a letter for me?

If you are the victim/survivor of a crime you can complete an **Accountability Letter Bank Notification Request** when you enroll for notification using the form included with this brochure or by enrolling online at

www.doc.wa.gov/victims/

If a letter is deposited for you, you will be notified by a Victim Services Program staff person.

If you are interested in receiving the letter, you may choose when and how you would like to receive it.

How will I know if receiving a letter is the right choice for me?

Only you can decide if reading the offender's letter is the right personal choice for you. There are a few things that you may want to consider before making your decision. This may be an emotional time for you and you could experience feelings of grief and loss when you read a letter from the person responsible for harming you or your loved one.

You may want to seek out a trusted support person or counselor to discuss your decision further.

Some victims/survivors have reported experiencing a degree of healing when they hear that the offender is sincerely remorseful. Sometimes victims learn details of the crime that can decrease their fear and restore a sense of security.

What about my privacy?

Your contact information and enrollment status will be managed by designated Victim Services Program staff. Your offender will not be informed if you have requested to receive the letter. It is your choice whether or not to request, receive, or respond to a letter. If you desire any future communication it must be coordinated through the Victim Services Program Manager.

What other things should I know?

The offender's release date or other conditions of incarceration will not be affected by participation in the Accountability Letter Bank.

Victims/survivors must be at least 18 years of age at the time the Accountability Letter Bank Notification Request is made. The Accountability Letter Bank participant is responsible for updating his or her contact information with DOC Victim Services.