1.0 PURPOSE

To establish guidelines for the notification of victims upon changes in an inmate's or parolee's custody status.

2.0 SCOPE

This policy applies to all Correctional facilities.

3.0 REFERENCES AND DEFINITIONS

.1 References

HRS, Sections 801D-4, Basic Bill of Rights for Victims; 801D-6 Intergovernmental Cooperation.

.2 Definitions

a. Convicted person refers to any individual convicted of a crime listed under H.R.S Chapter 707, and Robbery H.R.S. 708-840 and 841.

b. Pre-trial person refers to any person arrested of a crime listed under H.R.S. Chapter 707, has been arraigned and remanded by the courts into the custody of the Department of Corrections and Rehabilitation.

c. Victim means any victim or immediate surviving family member who has made a written request to the Department of Victim Witness Kokua Service (VWKS).

d. Final, Unconditional Release means the inmate has served his full maximum term and is discharged rather than paroled.

4.0 POLICY

The Statewide Automated Victim Information and Notification (SAVIN) system will notify victims, witnesses, and concerned members of the community as required by statute, when an inmate's custody status changes, including but not limited to escape, transfer, and releases to a work furlough program, parole, and final unconditional release.

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5.0 PROCEDURES

.1 Branches having custody of the inmate shall enter status changes into the Corrections Management Information System CMIS (Offendertrak) on a "real-time, as it occurs" basis enabling victims to receive immediate notification via SAVIN. Status changes include: escapes, releases, return from escapes, return to custody, death, unsupervised custody, hospital, furloughs, intermittent sentences, and transfers. Any delays on entering information into Offendertrak will adversely affect victim safety.

   a. The Victim Witness Kokua Service (VWKS) within the County Prosecutor's Office may opt to continue coordinating requests from the victim.

.2 When CMIS is not operational, branches will either make data entries directly int Appriss Inc.'s secure website, VINEWatch (www.vinewatch.com), or contact Appriss Inc. directly at telephone: 866-647-7409 to inform them of these status changes as they occur, thereby ensuring that victims will continue to receive immediate notifications. When CMIS becomes operational, entries will be made into the system by 9 am (09:00 hrs.) of the next day.

APPROVAL RECOMMENDED:

_____   JAN 0 1 2024
Deputy Director for Corrections   Date

APPROVED:

_____   JAN 0 1 2024
DIRECTOR   Date

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