**Victim Research And Notification Checklist:**

The following checklist should be utilized when trying to find the name of a victim and give them notification under the Department’s Victim Notification Policy, DOC P&P 1000.01. Per this policy, DOC employees must make a **reasonable effort** to contact and notify a victim in certain situations.

Victim Name: (Printed) Date:

Re: Offender Name: Offender #: Case #:

|  |  |
| --- | --- |
| **Resource:**  | **Resource Used:**  |
| DOC Offender Management System. (ACOMS). | [ ]  Yes [ ]  No |
| Pre-Sentence Investigation (PSI) Report. | [ ]  Yes [ ]  No |
| Police Report. | [ ]  Yes [ ]  No |
| District Attorney’s (DA’s) Office. | [ ]  Yes [ ]  No |
| The Office of Victim’s Rights (OVR). | [ ]  Yes [ ]  No |
| Alaska Public Safety Information Network (APSIN). | [ ]  Yes [ ]  No |
| **Other Optional Resources:** | **Notes:** |
| Local Law Enforcement Agencies. |  |
| Local Government / Other Agencies. *(E.g.: Anchorage Municipality, AK Native Tribal Corporations, etc.)* |  |
| Internet Search Engines. *(E.g.: Yahoo, Google, Bing, etc.)* |  |
| White / Yellow Pages Phone Directory. |  |
| Social Media Websites. *(If access is allowed.)* |  |

Contact made with victim? [ ]  Yes (See below.) [ ]  No (Skip to employee signature at bottom.)

If “Yes” date (mm/dd/yy) victim contacted:

If “Yes”, was contact info updated / entered into the DOC offender management system? [ ]  Yes [ ]  No

If “No”, why not?

Printed Name Of DOC Employee: Signature:

Distribution: Original: Institution File