



STATE OF ALASKA
DEPARTMENT OF CORRECTIONS

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 #: _____

<u>Resource:</u>	<u>Resource Used:</u>
DOC Offender Management System. (ACOMS).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pre-Sentence Investigation (PSI) Report.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Police Report.	<input type="checkbox"/> Yes <input type="checkbox"/> No
District Attorney's (DA's) Office.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Office of Victim's Rights (OVR).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Alaska Public Safety Information Network (APSIN).	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Other Optional Resources:</u>	<u>Notes:</u>
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