

APPLICABILITY **DEPARTMENT WIDE**

TITLE

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NUMBER **DOC 390.310**

POLICY

VICTIMS COUNCIL

REVIEW/REVISION HISTORY:

Effective: 1/7/05
Revised: 1/29/07
Revised: 3/14/08
Revised: 8/23/10
Revised: 8/1/12
Revised: 8/27/20

SUMMARY OF REVISION/REVIEW:

Updated terminology throughout

Added Policy Statement I. that the Department will collaborate with the Victims Council to solve and address issues

Directive II.A. - Added that one victim/survivor will serve as a member on the council

II.B., and II.G. - Removed unnecessary language

II.C., III.A.-D., and III.F. - Adjusted language for clarification

Removed II.D. that anyone can request to serve on the council

II.E. - Removed language for clarification

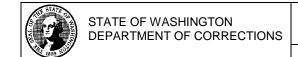
Added III.C.1. that co-chairs will ask for volunteers to serve on newly designated sub-committees

Added III.E. that a quorum must be established to conduct a vote.

IV.A. - Added language for clarification

APPROVED:

Signature on file		
	7/23/20	
STEPHEN SINCLAIR, Secretary	Date Signed	
Department of Corrections	-	



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. 52.5.

REFERENCE:

DOC 100.100 is hereby incorporated into this policy; <u>DOC 200.900 Travel Regulations</u>

POLICY:

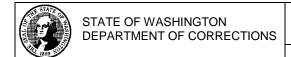
- I. The Department will collaborate with the Victims Council to solve and/or address issues relevant to protecting the safety of victims and survivors.
- II. The Victims Council will advise the Department regarding existing or proposed programs, practices, and policies as they involve or affect crime victims.

DIRECTIVE:

- I. General Responsibilities
 - A. Council Review
 - 1. The Victims Council will review the following for impact on crime victims/ survivors and, by a majority vote of its members, make recommendations to the Secretary:
 - a. Existing/proposed programs and practices.
 - b. Proposed changes to the Revised Code of Washington (RCW), Washington Administrative Code (WAC), or Department policy.
 - Council review will be:
 - a. Requested by employees, in writing to the Victim Services Program Manager, who will submit the proposed review to the council for consideration, or
 - b. Through a majority vote of the council's members.
 - 3. Reviews may be conducted through:
 - a. Presentations and discussion at council meetings,
 - b. Examination by council members of written documents pertaining to the policy or practice under review, and
 - c. Communication among employees, council members, and relevant stakeholders.

B. Proposals

1. The council will initiate proposals to create or modify programs, practices, and policies to increase victim and community safety, strengthen services



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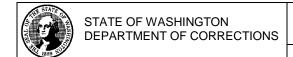
for victims/survivors, or reduce the impact of crime and criminal justice processes on victims/survivors.

2. The council may request briefings, documents, information, or other assistance from employees to develop a proposal. Such requests will be communicated to the Secretary directly or through the Victim Services Program Manager.

II. Membership

- A. The Victims Council will consist of one victim/survivor not representing an agency/organization, and representatives from community, state, and local agencies/organizations that should include those that:
 - 1. Support the broad needs of victims/survivors,
 - 2. Represent different crime categories, and
 - 3. Represent diverse ethnic backgrounds and broad geographic areas, both rural and urban.
- B. The council will have 2 co-chairs, elected from its membership by the council. Each co-chair will serve a 2 year term. One co-chair will be elected each year, ensuring there is an experienced chairperson at all times.
- C. Each participating agency/organization will determine its council representative. If the role becomes vacated, the agency/organization may appoint a replacement.
- D. The Secretary will confirm the appointment of each representative through a formal acknowledgment letter.
- E. Victim Services Program employees will serve as support staff for the council.
- F. Council membership will be reviewed annually by the council.
- G. Upon recommendation of the Victims Council, the Secretary can appoint individuals with specialized expertise for a limited duration and/or special purpose. These members will:
 - 1. Serve only as it applies to their particular expertise relating to a specific victim's issue the council is addressing.
 - 2. Be released from membership upon completion of their specific service.

III. Meetings



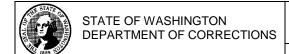
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- **VICTIMS COUNCIL**
- A. The Victims Council will meet at least quarterly. Meetings may be held more often at the direction of the co-chairs or Secretary.
- B. Each meeting will follow an agenda developed and mutually agreed upon by the co-chairs. Whenever possible, the agenda will be distributed to the members 2 weeks prior to the scheduled meeting.
- C. Sub-committees from the council may be used to address specific issues/ projects identified by the council.
 - The co-chairs will ask for volunteers to be part of any newly designated sub-committee and will appoint one of those volunteers to set an initial meeting of the sub-committee.
 - 2. The council will assign a completion date for any assignment given to a sub-committee.
 - 3. For purposes of consultation and guidance, the sub-committee will provide periodic reports regarding the assignment to the council.
 - 4. The council will have final review and decision authority regarding the work of a sub-committee prior to submitting the issue/item to the Secretary through the Victim Services Program Manager.
- D. The co-chairs of the council will ensure members are notified when the council will not hold a regularly scheduled meeting.
- E. The decisions of the council will be made by a majority vote of the appointed members present. A quorum of 50% of membership must be present in order to conduct a vote.
 - In the event that a council member cannot be present, a colleague may attend the meeting on behalf of the agency/organization, but that person will not be able to provide input at the meeting or vote on behalf of the absent council member.
- F. Council members are expected to attend 75% of the scheduled meetings per year. The Victims Council will review meeting attendance, and may terminate a member for failure to meet the attendance requirement. The agency/ organization they represent will be contacted to fill the vacancy.

IV. Reimbursement

A. Victims Council members traveling from outside of the county will be reimbursed for actual travel costs to council meetings per DOC 200.900 Travel Regulations.



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DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

None