



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
5/14/24

PAGE NUMBER
1 of 5

NUMBER
DOC 390.310

POLICY

TITLE
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
Revised: 5/14/24

SUMMARY OF REVISION/REVIEW:

II.A. - Added language for clarification
II.A.3. and III.G. - Removed unnecessary language
II.B. and III.E.1. - Adjusted language for clarification


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

4/9/24

Date Signed

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REFERENCE:


DOC 100.100 is hereby incorporated into this policy; DOC 200.900 Travel Regulations

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
 2. 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


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1. The council will initiate proposals to create or modify programs, practices, and policies to increase victim and community safety, strengthen services 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 at least 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 backgrounds and broad geographic areas, both rural and urban.
- B. The council will be co-chaired by the Victim Services Program Manager and one elected council member, who will serve a 2 year term.
- 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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- 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.
 1. 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.
 1. If a council member cannot be present, a colleague may attend the meeting on behalf of the agency/organization. The colleague will not be able to vote on behalf of the absent council member.
- F. The Victim Services Program Manager will approve and maintain meeting meetings. A copy of the minutes will be provided to council members.
- G. Council members traveling from outside of the county will be reimbursed for actual travel costs to council meetings per DOC 200.900 Travel Regulations.

DEFINITIONS:

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



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ATTACHMENTS:

None

DOC FORMS:

None