

 <b>POLICY AND PROCEDURE</b>	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	June 23, 2014	<b>Page 1 of 6</b>	
			<b>SUPERSEDES:</b>	1270.1D July 8, 2010		
			<b>OPI:</b>	DIRECTOR		
			<b>REVIEW DATE:</b>	June 23, 2015		
			<b>Approving Authority</b>	Thomas Faust Director		
	<b>SUBJECT:</b>	VICTIM INFORMATION AND NOTIFICATION EVERYDAY (VINE)				
	<b>NUMBER:</b>	1270.1E				
<b>Attachments:</b>	NONE					

**SUMMARY OF CHANGES:**

Section	Change
Changes	<i>Minor changes were made throughout the policy.</i>

**APPROVED:**



/for

6/23/2014

*Thomas Faust, Director*

*Date Signed*

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<b>Attachments:</b>	NONE			

1. **PURPOSE AND SCOPE.** To establish procedures for the Victim Information and Notification Everyday (VINE) Program which offers a free, twenty-four hour anonymous service to victims relative to custody and release information of inmates in the Central Detention Facility, Correctional Treatment Facility and halfway houses. VINE does not monitor inmates held at the Central Cell Block, a police precinct or other police facilities.
  
2. **POLICY.** It is DC Department of Corrections (DOC) policy to maintain a system for providing notification to registered victim(s) of a crime when the convicted inmate's custody status changes, he/she is released from custody, escapes, or is returned to custody.
  
3. **NOTICE OF NON-DISCRIMINATION**
  - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2.1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
  
4. **PROGRAM OBJECTIVES.** The expected results of this program are:
  - a. Registered users of the VINE Program have telephone and on-line access to the inmate's custody and case information 24 hours a day, 7 days a week, 365 days a year.
  - b. Registered users of the VINE Program shall be automatically notified by telephone when an inmate's custody status changes.
  
5. **DIRECTIVES AFFECTED**
  - a. **Directives Rescinded**

PS 1270.1D	Victim Information and Notification Everyday (VINE) (7/08/10)
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**b. Directives Referenced**

- 1) PS 1300.1 Freedom of Information Act (FOIA)
- 2) PS 1280.2 Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences

**6. AUTHORITY**

- a. DC Code § 24-211.02 Powers; Promulgation of Rules

**7. ACA STANDARDS REFERENCED**

- a. American Correctional Association 4<sup>th</sup> Edition Performance Based Standards for Adult Local Detention Facilities: 4-ALDF-7F-02

American Correctional Association 4<sup>th</sup> Edition Performance-Based Standards for Adult Residential Community Residential Services: 4-ACRS-7F-04 and 4-ACRS-7F-06.

**8. RESPONSIBILITIES**

- a. **VINE Coordinator.** The VINE Coordinator shall be responsible for program coordination and promotion, which shall include, but not be limited to:
  - 1) Distribution of printed materials throughout various District agencies, courthouses, police precincts, hospitals, advocacy groups, shelters, etc.
  - 2) Incorporating the VINE telephone number in the DCDC directory listings and District Government listings.
  - 3) Coordination with the Chief Technology Officer in placing information about the VINE Program on the agency's website.
  - 4) Participation in public speaking opportunities to enhance community awareness.
  - 5) The VINE Coordinator may be contacted at (202) 673-7316.
- b. **Information and Technology Division.** The Information Technology Division shall be responsible for:

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- 1) Providing oversight of the technical interface required in the contract with APPRISS, the company providing the VINE service.
  - 2) Maintaining all hardware and software required to support the VINE System.
  - 3) Providing statistical data on the use of VINE upon request.
  - 4) Assuring continuing interface between VINE and JACCS.
  - 5) Coordinating troubleshooting in the event of service disruption.
  - 6) Budgeting and procuring renewal of VINE services.
- c. **Office of the United States Attorney (USAO).** The USAO Victim Witness Assistance Unit shall have the right to block and unblock individual inmate information within the VINE System when that office deems such action appropriate and necessary.
- d. **Case Management Unit.** The agency Case Management Unit will determine if/when individual inmate information should be blocked/unblocked in the VINE System. The request will be made through the Information Technology Division.
- e. **Employees.** Employees shall sufficiently familiarize themselves with this directive in order to provide the general public with basic information about the program when sought via telephonic or written inquiries.
9. **PARTICIPANT ELIGIBILITY.** Individual(s) eligible to use the service are:
- a. Anyone who has been a victim of a crime.
  - b. Family members and friends of crime victims.
  - c. Victim advocates and victim service providers.
  - d. Law enforcement and criminal justice staff.
  - e. Anyone concerned about the custody status of an inmate.
10. **REGISTRATION.** Crime victims and concerned citizens may register for notification by calling the VINE toll-free number (1-877-329-7894). Callers need to provide the following information:

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- a. A telephone number, including area code, where they can be reached for notification.
- b. A four-digit personal identification number (PIN).
- c. Callers shall not register a telephone number that rings to a switchboard.
- d. If a victim moves and/or changes their telephone number, they must call the VINE toll-free number and update their telephone information.
- e. Crime victims and concerned citizens may register for notification online at [www.vinelink.com](http://www.vinelink.com). Click on the State or District in which the offender is located. Click on the "Search" tab to enter the offender screen. The inmate's ID number or the first and last name of the inmate must be known to conduct an inmate search. Click on the "Register" option in the bottom left screen. Provide registration information.

#### 11. INPUT DATA REQUIRED TO USE VINE

- a. *Information Search.* To search for information, callers will need to provide one or more of the following:
  - 1) Inmate Name.
  - 2) DCDC Number.
  - 3) PDID Number.
  - 4) Court Case Identification Number.
- b. *Secondary Information.* If more than one inmate with the same name exists, one or more of the following information shall be provided:
  - 1) Date of Birth.
  - 2) Offense.
  - 3) Social Security Number.

#### 12. INMATE INFORMATION PROVIDED THROUGH VINE

- a. A live operator is available on the toll-free access number when needed.

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b. VINE provides the following information about the inmate in English or Spanish:

- 1) DCDC number and name of inmate;
- 2) Location of the inmate;
- 3) Current inmate custody status;
- 4) Charges;
- 5) Bail;
- 6) Court information (date and time of next court event);
- 7) Parole eligibility date; and
- 8) Scheduled release date.

13. **NOTIFICATION ALERT.** Callers must consider the following:

- a. Information regarding the inmate shall not be available in VINE until the inmate is officially booked into the DC Department of Corrections. Therefore, there will be a delay in availability of information until booking.
- b. The VINE Program for the D.C. Department of Corrections does not provide information on D.C. Code Inmates who have been transferred to the Federal Bureau of Prisons. The telephone number for the Federal Bureau of Prisons Victim/Witness Notification Program is 1-800-359-3267 (and in the Washington, D.C. metropolitan area, 202-307-0222).

**DOC/PP1270.1E/6/23/14**