

VICTIM/WITNESS INFORMATION

Revised 1/3/2022

Authority

Wisconsin Statute 938.51; 938.51(4)

DOC-1717 Juvenile Victim Witness Notification

DOC-1788 Juvenile Release Authorization

DOC-58 Apprehension Request

Victim/Witness Enrollment and Notification

The following individuals may enroll in victim/witness notification by completing a DOC-1717, Juvenile Witness Notification:

- Any registered victim
- Parent/guardian of any minor victim
- Adult family member of a victim who has passed away as a result of the delinquent act
- Any witness who has testified against the youth in court

Notifications are provided to victims when:

- A juvenile releases from a juvenile correctional facility
- A juvenile's whereabouts are unknown due to an unexcused absence
- The juvenile's whereabouts are known after an unexcused absence
- Juvenile commitment is expiring
- The juvenile becomes deceased
- Prior to movement in the community: RCC and Type 2 Residential Care Centers for youth who have been adjudicated delinquent for the following offenses:
 - Any offense in Chapter 940, Stats., Crimes-Life and Bodily Security
 - Section 948.02 Stats., Sexual Assault of a Child
 - Section 948.025, Stats., Repeated Acts of Sexual Assault of the Same Child
 - Section 948.03, Stats., Physical Abuse of a Child

Agent shall complete DOC-1788 Juvenile Release Authorization, in J-Tracker at least 15 calendar days prior to the youth's placement in the community to ensure that the legal notification of the youth's movement is provided to victim/witness with a request on file and to selected agencies. If DOC-1788 cannot be completed within 15 days of release, agent shall indicate on the form why the 15-day timeline could not be met and supervisor signature is required and document why 15-day timeline could not be met in COMPAS. DJC Victim/Witness Coordinator shall complete all victim/witness notifications 15 days prior to a youth's release or movement.

Victim Notification of AWOL or Escape

When a youth escapes or is AWOL and is absent for more than 12 hours, Victim/Witness Coordinator shall make a reasonable attempt to notify individual that have completed a DOC-1717. When a youth is located, agent shall ensure that DOC-58 is completed, enter a COMPAS note and email the note to the Status Keeper mailbox.

Recommendation to Pursue Administrative Discharge

In order to allow an enrolled victim/witness to be afforded the opportunity to provide a statement regarding requests for administrative discharge, the agent shall send Administrative Discharge

requests to the CFS for review and routing to Regional Chief. Requests should note if victim notifications are required. The Regional Chief shall notify OJOR Director if there is a victim notification requirement.

Youth Becomes Deceased

In order to provide an enrolled victim timely notice of death, agent shall notify Supervisor, Status Keeper, and Regional Secretary including details and supporting documents. Regional Secretary shall obtain a Death Certificate and provide to the agent when received. The agent shall provide a copy of the certificate to the Status Keeper and Victim Services in order to close out the case and provide any victim notification. A copy of the death certificate shall also be placed in the file.