



As a crime victim, you have the right to a meaningful role in the justice system and to be treated with dignity and respect.

You also have a right to be notified about certain events that happen during the time a youth is in the custody of Oregon Youth Authority (OYA).

We know that you probably have a lot of complicated emotions in relation to this crime. We also understand that now might be a difficult time to make decisions about your rights.

We recommend that you hang onto this brochure in case you want to think more about it later. You may also want this information later if you change your mind about getting notifications.

You also can find this information online:  
**[oregon.gov/oia/victims](https://oregon.gov/oia/victims)**

## How to request notifications

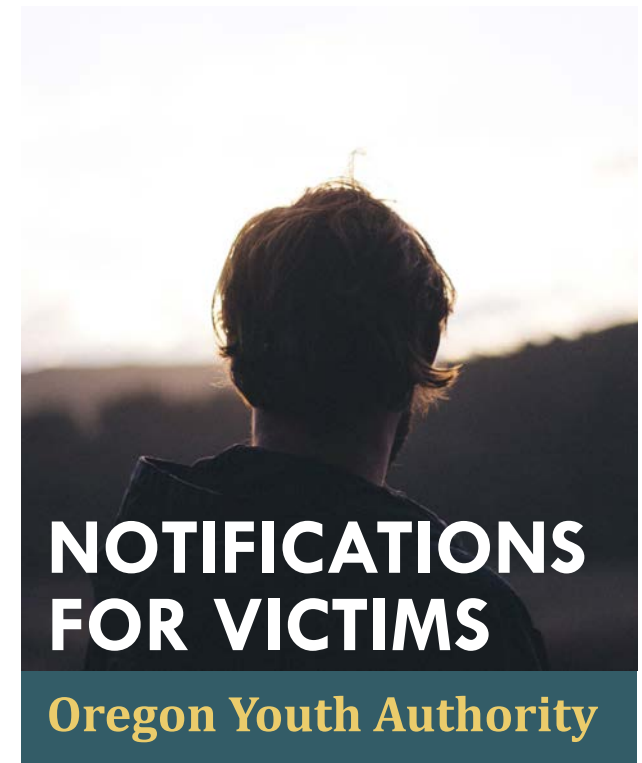
If you would like to receive the notifications listed in this brochure:

1. Fill out the victim notification form. You should have received one from OYA in the mail. You also can find it online:  
**[oregon.gov/oia/victims](https://oregon.gov/oia/victims)**.
2. Mail the form to the OYA field office that is supervising the youth in question. Their contact information is in the letter we sent. You also can find the field offices' contact information online: **[bit.ly/oiafield](https://bit.ly/oiafield)**.
  - If you're not sure which office is supervising the youth, contact the one for the county where the crime occurred.
  - If you prefer not to send the form through the mail, you can call the appropriate field office and they will help you set up notifications.
3. **Please let us know if your contact information changes** by contacting the appropriate field office.

**NOTE: The notifications listed in this brochure are only available for victims of youth who are committed to a youth correctional facility.**



**General phone:** 503-373-7205  
**Online:** [oregon.gov/oia/victims](https://oregon.gov/oia/victims)



## INSIDE:

Learn how to receive information related to the youth who committed the crime against you.



Updated: January 2023

## What kinds of things can I get notified about?

Event	What it is	When you would be notified	How you would be notified
Parole	When a youth is released from a youth correctional facility (a secure facility that's run by OYA). Notification would include basic info about the rules the youth needs to follow in relation to their parole.	Before the youth is released.	Phone call or letter from the youth's juvenile parole/probation officer.
Parole revoked	When a youth breaks a rule related to their parole and they have to return to a youth correctional facility.	After the youth goes back to the facility.	Phone call or letter from the youth's juvenile parole/probation officer.
Runaway	When a youth leaves their community placement (residential program, foster home, or family home) without permission and no one knows where they are.	Immediately. This could include a phone call in the middle of the night.	Phone call. If we don't have your phone number, we will mail you a letter.
Escape	When a youth escapes from one of OYA's youth correctional or transitional facilities.	Immediately. This could include a phone call in the middle of the night.	Phone call. If we don't have your phone number, we will mail you a letter.
Return from a run or escape	When a runaway or escaped youth is located and is back in custody or back at their community placement.	Soon after the youth returns or is back in custody.	Phone call. If we don't have your phone number, we will mail you a letter.
Termination	When a court decides that the youth is completely done with OYA custody and supervision.	After the termination happens.	Letter.

### YOUTH PROGRESS

You also may request basic information about progress the youth is making with their reformation.

We would provide you a number, on a scale of 1 to 5, to represent how the youth is doing in each of these areas:

- Completion of assigned services and reformation goals.
- Overall level of engagement in services and reformation goals.
- Recognition of the impact of the youth's actions on the victim.
- Recognition of the impact of the youth's actions on the community.
- Completion of a transition plan for parole.

### How do I get these notifications?

You need to sign up for them using our Victim Notification Form. You can find it online at [oregon.gov/oya/victims](https://oregon.gov/oya/victims).

You will not receive any notifications unless you tell us that you want them. If you change your mind, you can let us know by contacting the OYA field office that is supervising the youth.

### I already signed up for notifications at the county. Do I need to do this again?

Yes. Victim notifications from the counties do not transfer over to Oregon Youth Authority.

### What if I want you to leave me alone?

You can ignore the request for victim notifications or you can let us know you do not wish to be contacted.

### Are there any other times you might contact me?

- When the youth first comes to our facility: We may contact you about the impact of the crime to help inform our decisions about the youth's treatment.
- When the youth is seeking parole: We may ask you for feedback about the impact of the youth's parole.

## **416-106-0010**

### **Purpose**

The Oregon Youth Authority (OYA) values treating victims of crime with dignity and respect, and keeping them informed as prescribed by law. These rules delineate when OYA may disclose certain information about adjudicated youth to victims of crime.

## **416-106-0020**

### **Definitions**

- (1) Adjudicated youth: A person who has been found to be within the jurisdiction of the juvenile court under 419C.005 for an act committed when the person was under 18 years of age.
- (2) Crime: The act that has brought the adjudicated youth before the juvenile court.
- (3) OYA: Oregon Youth Authority.
- (4) Parole: The conditional release of an adjudicated youth from a youth correction facility subject to the director's authority to revoke parole pursuant to ORS 420.045(3).
- (5) Victim: Any person determined by the prosecuting attorney or the court to have suffered direct financial, psychological or physical harm as a result of a crime, and, in the case of a victim who is a minor, the legal guardian of the minor.
- (6) Youth correction facility: A facility used for the confinement of adjudicated youth and others, and includes secure regional youth facilities, regional accountability camps, residential academies and satellites, camps, and branches of those facilities.

## **416-106-0030**

### **Victim notification upon an adjudicated youth's commitment to OYA**

OYA must notify a victim upon an adjudicated youth's commitment to OYA of the following:

- (1) How the victim may request the progress, on a prescribed metrics scale, that the adjudicated youth has made while in a youth correction facility;
- (2) How the victim may request to be contacted to provide information about the potential impact of authorizing parole for the adjudicated youth;
- (3) How the victim may request to be notified of the adjudicated youth's movement during the adjudicated youth's confinement to a youth correction facility; and
- (4) That for victim notification purposes, an adjudicated youth's movement includes the following:
  - (a) Initial and any subsequent confinement to a youth correction facility;
  - (b) Escape from a youth correction facility;
  - (c) Parole;
  - (d) Parole revocation;
  - (e) Unauthorized absence from a parole community placement;
  - (f) Return from an unauthorized absence from a parole community placement; and
  - (g) Discharge from OYA parole supervision and custody.

**416-106-0040**

**Adjudicated youth information disclosable to victims**

(1) OYA may share with a victim an adjudicated youth's progress while in a youth correction facility in any of these instances:

- (a) At the victim's request;
- (b) When OYA seeks information from the victim regarding the impact of the crime in order to assist with case planning for the adjudicated youth; or
- (c) When OYA seeks information from the victim regarding the potential impact of authorizing the adjudicated youth to go on parole.

(2) In any of the circumstances listed in section (1) above, OYA may share with a victim the adjudicated youth's progress while in a youth correction facility in the following areas:

- (a) Completion of assigned services and reformation goals;
- (b) Overall level of engagement in services and reformation goals;
- (c) Recognition of the impact of the adjudicated youth's actions on the victim;
- (d) Recognition of the impact of the adjudicated youth's actions on the community; and
- (e) Completion of a transition plan for parole.

(3) An adjudicated youth's progress while confined in a youth correction facility may be shared with the victim only by a metrics scale that describes the progress in each of the areas listed in section (2) above. The metrics scale is adopted as Exhibit 1 "Adjudicated Youth Progress Scale" and incorporated by reference into this rule. A copy may be obtained from OYA.

(4) OYA may share the following information regarding an adjudicated youth with the victim in the circumstances listed in section (1) above, when the adjudicated youth is authorized for parole, and prior to the adjudicated youth's discharge from a youth correction facility:

- (a) The adjudicated youth's name and date of birth;
- (b) The names and addresses of the adjudicated youth's parents or guardians;
- (c) The name and contact information of the attorney for the adjudicated youth, if known;
- (d) The name and contact information of the individual to contact for further information about the notification;
- (e) The adjudicated youth's date of release or discharge;
- (f) The type of placement to which the adjudicated youth is released;
- (g) The specific offense that brought the adjudicated youth within the jurisdiction of the juvenile court;
- (h) Any terms of parole including, but not limited to, whether school attendance is a condition of release; and
- (i) Any other conditions required by the court.



**OREGON YOUTH AUTHORITY**  
**Policy Statement**  
**Part I – Administrative Services**



*Subject:*

**Crime Victim Notification and Communications**

*Section – Policy Number:*

**E: Information Management – 2.5**

*Supersedes:*

**I-E-2.5 07/20  
I-E-2.5 07/11  
I-E-2.5 11/10  
I-E-2.5 10/03**

*Effective Date:*

*Date of Last  
Revision/Review:*  
**None**

**Related  
Standards  
and  
References:**

- [Constitution of Oregon](#), Article 1, §§ 42, 43 (general victims' rights)
- [ORS 147.405](#) through 147.421 (Crime Victims' Rights)
- [ORS 420A.115](#) (Parole of adjudicated youths; disclosure of information to victims; rules)
- [ORS 420A.122](#) (Notice of release or discharge of youth offender)
- [ORS 419C.465](#) (Service to Victims)
- [ORS 419C.470](#) (Opportunities to Fulfill Obligations by the Court)
- [ORS 419C.450](#) (Restitution: Policy as Condition of Probation) OAR 416-106 Disclosure of Adjudicated Youth Information to Victims
- [OYA Policy](#): I-E-1.0 (Director's Incident Notification and Report)  
I-E-2.1 (Public Record Requests for Agency Records)  
I-E-2.3 (Requests for Youth Information and Records)  
II-A-1.4 (Apprehension of Escaped Youth from OYA Facilities)  
II-F-2.4 (Court-ordered Financial Obligations - Facility)  
III-C-2.1 (Court-ordered Restitution)
- [OYA Forms](#): YA 3493 (Victim Request for Notification)  
YA 3494 (Parent/Guardian of Victim – Request for Notification)  
YA 3496 (Victim Notice of Adjudicated Youth Release)  
YA 3497 (Parent/Guardian of Victim - Notice of Adjudicated Youth Release)
- [Attachment A](#): Adjudicated Youth Progress Scale

**Related  
Procedures:**

- [COM I-E-2.5](#) Victim Notification of Youth Status

**Policy Owner:**

Community Services Assistant  
Director

**Approved:**

\_\_\_\_\_  
Joseph O'Leary, Director

**I. PURPOSE:**

This policy directs OYA staff on proper contact with and notification of crime victims.

## II. POLICY DEFINITIONS:

**Contact:** Includes face-to-face contact, contact by telephone, or contact in writing.

**Crime victim:** Any person determined by the district attorney or juvenile department to have suffered direct financial, psychological, or physical harm as a result of an act that has brought the youth before the court. When the victim is a minor, "victim" includes the legal guardian of the minor. The youth may not be considered the victim.

**Unauthorized Absence:** To run away or to leave an assigned location (e.g. employment, school), approved placement or substitute care placement without the consent of the parent, guardian, OYA, or court.

**Youth:** A person in the legal and physical custody of OYA (adjudicated youth) either in an OYA facility or placed in the community under supervision, or a person in the legal custody of the Department of Corrections and the physical custody of OYA in OYA facilities (DOC youth).

## III. POLICY:

Oregon preserves and protects the rights of crime victims ensuring crime victims have a meaningful role in the criminal and juvenile justice systems, are protected from future victimization, and are accorded due dignity and respect.

OYA has identified diversity, equity and inclusion as an agency priority and initiative, with a goal to build a respectful, diverse, equitable and inclusive environment for youth and staff that is free from harassment, discrimination and bias. Data shows youth of color and LGBTQ+ youth are disproportionately represented in the juvenile justice system. While OYA is only one part of that system, it plays a critical role in addressing the historical and systemic inequities it perpetuates. Individuals of color are also disproportionately represented in the system as victims of crime. Therefore, OYA strives to extend equity and inclusion to victims of crime.

In conjunction with the provisions of its mission and the standards of state law, OYA supports crime victims' concerns, including the right to obtain information about a youth's conviction, sentence, imprisonment, criminal history, and release from custody.

OYA staff work with local crime victim groups, juvenile justice partners, Department of Justice Crime Services Division, courts, and law enforcement to coordinate responses to crime victim issues.

## IV. GENERAL STANDARDS:

### A. Contact with Crime Victims

1. Only OYA managers, supervisors, case managers, mental health staff or victim liaisons are authorized to contact crime victims.

2. Staff or youth contact with a crime victim may occur only:
    - a) At the request of the crime victim or when based on a court order; and
    - b) When approved, coordinated, and supervised by authorized OYA staff.
  3. Staff may contact a crime victim to seek information about:
    - a) The impact of the crime on the victim to inform a youth's case plan; or
    - b) The potential impact to the victim if OYA parole's the youth.
  4. Staff will work with crime victims to ensure their request for contact is documented in the youth's case file. Staff will review available information to determine the level of contact that may occur.
    - a) The request for contact may come directly from the crime victim, through the district attorney's office, victim assistance program, or the court.
    - b) OYA field staff must follow general procedure COM I-E-2.5 [Victim Notification of Youth Status](#) when an adjudicated youth is committed to an OYA facility. The procedure describes how field staff verify and execute victim notification requests.
    - c) Staff must detail the following information in the youth's case file.
      - (1) Court requirements about restitution, community service, or contact with the crime victim; and
      - (2) Crime victim contact requested and authorized by the crime victim (if any).
  5. If no crime victim is identified, staff must note the attempt to identify the victim and the result in the youth's case file.
- B. Staff must protect the confidentiality of the crime victim's address and phone number from disclosure when so ordered by the court or as directed by law. See related policy I-E-2.1 (Public Records Requests for Agency Records) for more information.
- C. Information that may be provided to crime victims
1. Oregon law requires staff provide the below-listed information to crime victims, upon their request.



- a) “Public information” requests, as described in OYA policies I-E-2.1 (Public Records Requests for Agency Records) and I-E-2.3 (Requests for Youth Information and Records).
  - b) The crime(s) for which the youth was committed to OYA.
  - c) Whether the youth is currently placed in close custody or in the community.
  - d) The youth’s projected release date from close custody.
  - e) The community where the youth is anticipated to reside upon release.
  - f) Factors listed in [ORS 420A.122\(2\)](#) when a youth is being released on parole.
2. When a crime victim requests notification, OYA has determined staff must also notify the crime victim of the following events:
- a) When a youth escapes from an OYA facility;
  - b) When a youth is returned to an OYA facility following an escape;
  - c) Before a youth is released from an OYA facility on parole;
  - d) When a youth on parole is on unauthorized absence from a community placement;
  - e) When a youth on parole is returned to a placement following an unauthorized absence;
  - f) When a youth in the physical custody of OYA is transferred to the physical custody of DOC;
  - g) When a youth’s parole is revoked and the youth is returned to an OYA facility; and
  - h) When OYA custody is terminated.
3. Upon request of the victim or when staff are seeking information about case planning or parole, staff may share progress on a prescribed metrics scale (see [Attachment A](#)) that the youth has made while in a youth correctional facility in the following areas:
- a) Completion of assigned services and reformation goals;
  - b) Overall level of engagement in services and reformation goals;



- c) Recognition of the impact of the youth's actions on the victim;
- d) Recognition of the impact of the youth's actions on the community; and
- e) Completion of a transition plan for parole.

Staff must not share with the victim detailed information about the specific treatment or goals in the youth's case plan, or other detailed information about the youth's history or prognosis.

- D. Staff must work with youth toward prompt tracking and payment of restitution through appropriate payment methods, and document such activities in the youth's case file.

See OYA policies II-F-2.4 (Court-ordered Financial Obligations- Facility) and III-C-2.1 (Court-ordered Restitution).

## **V. Victim Information and Notification Everyday (VINE)**

OYA contributes information to an automated victim notification system, Victim Information and Notification Everyday (VINE). VINE is a free and automated notification service designed to provide information to crime victims when a youth releases or escapes from an OYA facility. Members of the public may also call the VINE system to get information about youth in OYA close custody or on parole.

VINE receives information from the Juvenile Justice Information System (JJIS). Certain data elements in JJIS have carefully been identified and linked to VINE. JJIS electronically shares "public information" about youth with VINE several times a day to keep VINE current.

- A. OYA staff must provide accurate and timely JJIS entries about youth status to ensure VINE is current.
- B. The following OYA contact information is provided by VINE to crime victims:
  - 1. Adjudicated youth: The telephone number to the OYA field office responsible for the case;
  - 2. Adjudicated youth cases unassigned a parole/probation officer: The default telephone number is the OYA Director's Office;
  - 3. DOC youth in OYA custody: The telephone number for MacLaren Youth Correctional Facility.
- C. The VINE system is a tool available to victims of crime who choose to use it. The VINE system does not replace staff requirements to notify or respond to crime victims.

- D. Staff may provide information about the VINE system to crime victims and are required to do so if the crime victim requests such information.

**VI. LOCAL OPERATING PROTOCOL REQUIRED: YES**

Field offices must supplement this policy by addressing the following in a local operating protocol:

- A. Establish a process to inform victims of their right to notification, documentation of a victim's intent for notification, distribution of the appropriate information to crime victims and notification of victims at key events; and
- B. Establish monitoring mechanisms to ensure victims are receiving appropriate information concerning notification rights and are being provided notification in a timely manner.

## Attachment A: Adjudicated Youth Progress Scale

Progress Category	Category Description	Progress Scale	Scale Description
Completion of assigned services and reformation goals	Risk, need, and development areas are assessed. Services and reformation goals are identified based on the relevant risk, need or development area, including, but not limited to, offense-specific treatment (e.g., violent offense, sex offense), mental health treatment, social and emotional skill development, and vocational programs.	1	No services or goals have been started.
		2	Some goals and services have been started, but none have been completed.
		3	Some goals and services have been completed, but some are still in progress.
		4	Most goals and services have been completed.
		5	All goals and services have been completed.
Progress Category	Category Description	Progress Scale	Scale Description
Overall level of engagement in services and reformation goals	Engagement is defined as attendance and participation in services and goal areas, commitment to working on problems for which they have responsibility, and collaboration with service providers.	1	Minimal or no engagement (e.g., refuses to attend services offered).
		2	Sporadic or inconsistent engagement (e.g., might attend services, but not consistently; or does not participate).
		3	Limited engagement (e.g., attends assigned services regularly, but does not always participate).
		4	Moderate engagement (e.g., attends all assigned services, and usually participates).
		5	High engagement (e.g., attends all assigned services and actively participates).
Progress Category	Category Description	Progress Scale	Scale Description
Recognition of the impact of the adjudicated youth's actions on the victim.	Can take full ownership of the crime without blaming the victim, other individuals, or circumstances. Demonstrates remorse for the crime, which includes a cognitive understanding (able to accurately recount the details of the crime without minimizing or omitting information; able to articulate the history and circumstances in their own life that contributed to their decision to commit the crime) and emotional understanding (demonstrating an understanding of the emotional impact of the crime on all affected parties; working to resolve emotions related to history and circumstances in their own life that contributed to their decision to commit the crime; identifying ways to give back that relate to their understanding of the emotional impact) of the different ways the crime may have impacted the victim, their loved ones, or others in their life emotionally, financially, and physically.	1	Does not take ownership or accountability for the crime. Does not recognize the impact of their actions.
		2	Minimal ownership or accountability for the crime. Minimal recognition of the impact of their actions.
		3	Moderate ownership or accountability for the crime. Moderate recognition of the impact of their actions.
		4	Full ownership and accountability for the crime. Full cognitive understanding of the impact of their actions.
		5	Full ownership and accountability for the crime. Full cognitive and emotional understanding of the impact of their actions.

## Attachment A: Adjudicated Youth Progress Scale

Progress Category	Category Description	Progress Scale	Scale Description
Recognition of the impact of the adjudicated youth's actions on the community.	Can take full ownership of the crime without blaming the victim, other individuals, or circumstances. Demonstrates remorse for the crime, which includes a cognitive understanding (able to accurately recount the details of the crime without minimizing or omitting information; able to articulate the history and circumstances in their own life that contributed to their decision to commit the crime) and emotional understanding (demonstrating an understanding of the emotional impact of the crime on all affected parties; working to resolve emotions related to history and circumstances in their own life that contributed to their decision to commit the crime; identifying ways to give back that relate to their understanding of the emotional impact) of the different ways the crime may have impacted community safety, resources, and property.	1	Does not take ownership or accountability for the crime. Does not recognize the impact of their actions.
		2	Minimal ownership or accountability for the crime. Minimal recognition of the impact of their actions.
		3	Moderate ownership or accountability for the crime. Moderate recognition of the impact of their actions.
		4	Full ownership and accountability for the crime. Full cognitive understanding of the impact of their actions.
		5	Full ownership and accountability for the crime. Full cognitive and emotional understanding of the impact of their actions.
Progress Category	Category Description	Progress Scale	Scale Description
Completion of a transition plan for parole.	A transition plan includes identification of the type of resources and services (elements) needed for the adjudicated youth to succeed in the community. Often includes specific services and resources arranged in the community for the adjudicated youth to use.	1	The plan is not started.
		2	Some elements of the plan are identified. No elements are arranged.
		3	All elements of the plan are identified. Some elements are arranged.
		4	All elements of the plan are identified. Most elements are arranged.
		5	The plan is complete. All elements are identified, and all elements are arranged.