
Policy Statement
Regional Victim Services Program

Chapter 1: Client Services

Date Issued: December 1, 1998

**1.04: Information/Release Notification
(Provincial Institutions)**

Revision Number: 1

Date Revised: April 1, 2000

Victim Services support the right of victims to be kept fully informed about criminal justice proceedings. Victim Services will forward requests for information concerning the offender(s) in the victim's case, as indicated on the Request for Information--Victim of Crime form, to the Nova Scotia Department of Justice, Correctional Services. Correctional Services will forward the information requested, provided it is deemed that the interests of the victim outweighs any invasion of the offenders privacy.

This policy pertains to cases where a client has requested this information or where, in the opinion of the Victim Services Officer, the client would benefit from receiving this information. The service is available to victims of violent crime, victims who fear for their safety and highly traumatized victims in non-violent offences, (ie, an elderly victim in a Home Invasion case).

This policy applies when an offender is sentenced to a period of incarceration and will be serving it in a provincial institution. (A similar service is available through the Correctional Service of Canada and the National Parole Board for inmates in the federal system.)

This policy is in addition to Correctional Services Policy and Procedures, on Spousal/Intimate Partner Violence and Temporary Absences which states:

It is the policy of Correctional Services that victims of offences of family violence or sexual offences shall be consulted during the Part II Community Investigation, for all applications for unescorted temporary absence or Administrative Release.

Victim Services Officers will:

- C Respond to requests for this service from victims of personal violence, clients who fear for their safety and highly traumatized victims of non-violent crime;
- C Assist clients to complete the Request for Information Form;
- C Add information not available to the client, ie, offender details, sentencing outcome, etc;
- C Copy the completed Request for Information Form to the client file.
- C Mail or fax the Request for Information Form (including a copy of Victim Impact

Statement if submitted to court) to:

Administrator, Conditional Release and Transfer
Department of Justice
Correctional Services
PO Box 968, Station M
Halifax, Nova Scotia
B3J 2V9

Telephone: 424-5330

FAX: 424-0692

Please note the Correctional Services, Policy and Procedure, Request for Information/Release Notification states:

The Administrator, Conditional Release and Transfer, will keep the victim apprised of current information in relation to the offender providing the victim keeps the Administrator, Conditional Release and Transfer, informed of his/ her current address/telephone number.