

VICTIM NOTIFICATION

Minnesota Sex Offender Program

Issue Date: 2/3/26 Effective Date: 3/3/26 Policy Number: 215-5260

POLICY: Upon written request, Minnesota Sex Offender Program (MSOP) staff provide written notification to victims when a client has experienced, requested and/or been granted a change of status, and ensure victims' information remains private and/or confidential.

AUTHORITY: Minn. Stat. § 246C.07, Subd. 3(a)(2)
 Minn. Stat. § 611A.01 and § 611A.06
 Minn. Stat. § 253D.14

APPLICABILITY: MSOP, program-wide

PURPOSE: To establish procedures for notifying identified victims of an MSOP client's change of status.

DEFINITIONS:

Change of Status – for purposes of this policy, change of status includes:

1. Provisional discharge
2. Discharge
3. Unauthorized absence
4. Placement in a less secure environment (Community Preparation Services)
5. Death

Crime – conduct prohibited by statute or local ordinance resulting in bodily harm to an individual or for which the actor may be sentenced to imprisonment with or without fine. Crime also includes conduct which would be included within that definition but for the fact that the person engaging in the conduct lacked capacity to commit the crime or the act was alleged or found to have been committed by a juvenile. Crime also includes any violent crimes listed in Minnesota Statute 609.1095.

Victim – as provided in statute, victims include a person incurring loss or harm as a result of a crime, including a good faith effort to prevent a crime. Victim also includes a person who has incurred loss or harm as a result of a crime the behavior for which forms the basis for the client's commitment, regardless of whether the individual was convicted of a crime.

Victim Notification File – secure file, separate from the client's treatment and medical record, which contains information concerning the victim, including any victim requests, notices provided by the facility to the victim and any other information which acknowledges the identity and the location of the victim.

PROCEDURES:

- A. A victim who wants to request notification of a client's change of status must initially contact MSOP by telephone or in writing. MSOP may also receive a victim request and/or victim contact information from county attorneys, the Minnesota Attorney General's Office, the Minnesota Department of Corrections and the Minnesota Coalition Against Sexual Assault (MNCASA).
- B. Any MSOP staff receiving communications regarding victim notification must forward to the Direct Care and Treatment (DCT) General Counsel's Office (GCO) Legal Services Coordinator.

- C. The Direct Care and Treatment (DCT) General Counsel's Office (GCO) determines whether a requesting individual meets the statutory requirements (Minn. Stat. §§253D.14, 611A.01, and 611A.06) to receive victim notification.
1. For individuals meeting the statutory requirements, the DCT GCO Legal Services Coordinator:
 - a) documents the decision using the Victim Notification Status form (215-5260b);
 - b) sends the Acknowledgement of Request for Victim Notification (215-5260c) and a sample copy of the Notification of Change of Status (215-5260a) to the identified victim within five business days of determination; and
 - c) makes a written contact with the victim at least once every two years to confirm the person wants to continue receiving victim notification using the Victim Status Declaration Letter (215-5260d) and the Victim Status Declaration (215-5260e).
 2. For individuals not meeting the statutory requirements, the DCT GCO Legal Services Coordinator:
 - a) documents the decision using the Victim Notification Status Form (215-5260b);
 - b) sends the requestor a written notification explaining the reason for denial using the Victim Notification Denial Letter (215-5260g); and
 - c) retains the victim request and the original of the Victim Notification Status form (215-5260b).
- D. Victims who are approved for victim notification status are responsible for informing the DCT GCO Legal Services Coordinator if their contact information changes.
- E. Any victim(s) who have requested notification will receive notice of the Special Review Board (SRB) hearing per MSOP Policy 215-5060, "Reduction in Custody/Special Review Board."
- F. The victim information for any victim(s) who have requested notification is provided to the Judicial Commitment Appeal Panel.
- G. When notified of any change of status, the DCT GCO Legal Services Coordinator sends notification to the victim(s) using the Notification of Change of Status (215-5260a).
- H. The DCT GCO Legal Services Coordinator:
1. notifies the victim by telephone, mail, or encrypted email within 24 hours of the unauthorized absence; and
 2. notifies the victim by telephone, mail, or encrypted email within 24 hours of a client's return from unauthorized absence.
- I. File Management
1. The DCT GCO Legal Services Coordinator maintains a Victim Notification File for each client who has a current victim requesting notification, including:
 - a) Victim Notification File Summary Form (215-5260f) to record any file activity and pertinent contact information;

- b) written requests from victims and copies of the corresponding Victim Notification Status forms;
 - c) a copy of the corresponding Acknowledgement of Request for Victim Notification (215-5260c);
 - d) copies of any completed Notification of Proposed Change of Status forms;
 - e) copies of any Victim Status Declaration Letters and Forms; and
 - f) any undelivered mail.
2. Victim Notification Files are identified as:
- a) Active (current client of the MSOP); or
 - b) Closed (non-response to Victim Status Declaration Form; death of client; discharge from civil commitment).
3. The DCT GCO Legal Services Coordinator ensures the Victim Notification File, including all communication to/from the victim, remains private and/or confidential.

REVIEW: Biennially

REFERENCES: MSOP Policy 215-5060, "Reduction in Custody/Special Review Board"
Minnesota Government Data Practices Act

ATTACHMENTS: Notification of Change of Status (215-5260a)
Victim Notification Status (215-5260b)
Acknowledgement of Request for Victim Notification (215-5260c)
Victim Status Declaration Letter (215-5260d)
Victim Status Declaration (215-5260e)
Victim Notification File Summary (215-5260f)
Victim Notification Denial Letter (215-5260g)

SUPERSESSION: MSOP Policy 215-5260, "Victim Notification," 12/2/25.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

/s/
Nancy A. Johnston, Executive Director
Minnesota Sex Offender Program