

CONFIDENTIAL

STAFF VICTIM NOTIFICATION REQUEST

It is the policy of the Division of Juvenile Justice that any staff member who becomes a victim by an offender (*i.e. assaulted, battered, gassed, threatened to harm or conspired to harm*) shall be provided notification, upon request, of allowable offender information and resource referral services through the Office of Victim and Survivor Rights and Services-Juvenile Services Unit (OVSRS-Juvenile Services Unit)

Instructions: *This form is to be completed on all staff victims and forwarded to OVSRS-Juvenile Services Unit.*

1. *A copy of this document is to be placed in the offender's field file **confidential** envelope.*
2. *The original, along with appropriate documentation, shall be forwarded to OVSRS-Juvenile Victims Services Supervisor. **Do not** use electronic mail to send this form.*

Date:

Staff Victim:

Staff Name	Classification	Work Location
Date of incident	Location of Incident	Documentation attached?
Description of Incident:		

Offender Information:

Youth/Parolee Name	Y.A./M#	Facility/Parole Office	Current Location
Parole Consideration Date	Available Confinement Time	Jurisdiction	County of Commitment

Please check all that apply to this incident:

- Pending DDMS
- Adjudicated DDMS
- Pending Court Proceedings
- Additional Court Commitment

Date of Commitment _____ Superior Court _____ Juvenile Court _____

Information Received by:

Name of person completing form <i>(please print):</i>	Classification:	Facility/Parole Office	Signature/Date
Victims Services Coordinator	Superintendent/SPA/Designee Review:		Date