

VINE
Notification Information

Victims who have submitted a request form (in writing) for notification of an offender's status, will be notified of a parole hearing.

Victims may submit a written request to be notified if an offender:

- Has escaped
- Has died
- Is paroled or sentence discharged
- Is released
- Is placed on work release
- Is released due to reconsideration
- Is released under clemency
- Is released for medical respite
- Is released/paroled on detainer to another state.

If there is a change in address, you must notify the Victim Services Manager

Written requests for notification must be sent to:

WV Division of Corrections
ATTN: Victim Services Manager
112 California Avenue
Building 4, Room 300
Charleston, WV 25305
Phone: 304-558-2036 ext. 29
Email: sjaynes@mail.wvnet.edu

WV Parole Board
112 California Avenue
Building 4, Room 307
Charleston, WV 25305

Protect Your Rights

- If you or your family and friends are being harassed by an offender, offender family or friends notify the Victim Services Manager immediately.
- Always notify the WV Parole Board and the WV Division of Corrections Victim Services Manager when you change addresses.
- Request notification of Parole Board Hearings.

Victim Assistance Services

West Virginia Division of Corrections
Sandi Jaynes, Victim Services Manager
112 California Avenue, Building 4, Room 300
Charleston, WV 25305
Phone: 304-558-2036 ext. 29
Email: sjaynes@mail.wvnet.edu

West Virginia Regional Jail & Correctional Authority
304-558-2110

West Virginia Crime Victims' Compensation Fund
304-347-4850

West Virginia Coalition Against Domestic Violence
304-965-3552

West Virginia State Police Sex Offender Registry
304-734-2133

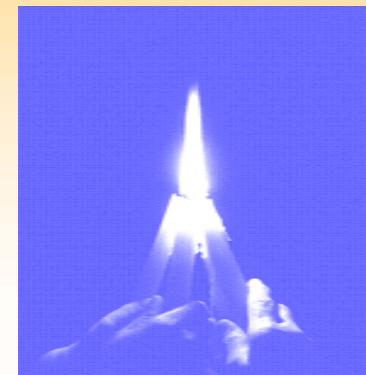
**West Virginia Foundation for
Rape Information & Services**
304-366-9500

National Domestic Violence Hotline
800-799-SAFE



This project was supported by Grant Number 05-VA-027 awarded by the WV Division of Criminal Justice Services with funds from the Department of Justice, Office for Victims of Crime, Victims of Crime Act.

**West Virginia
Division of Corrections
Victim Services**



Victim Rights....
Victim Rights....
Strength in Unity
Strength in Unity

Joe Manchin III **James W. Spears** **Jim Rubenstein**
Governor Cabinet Secretary Commissioner



Sandi Jaynes
Victim Services Manager

What you should know...

Parole Board Hearings

Parole Board hearings are held at the facility where an offender is incarcerated, or by video teleconferencing at the Regional Jail Authority. To attend these hearings, please contact the Institutional Parole Officer at the correctional facility where the offender is housed, at least three days prior to the scheduled hearing.

If you wish to attend a video teleconferencing parole hearing at a Regional Jail, please contact the WV Division of Corrections Victim Services Manager to make those arrangements.

As a crime victim, you may:

- Attend the hearing and give a statement
- Submit a written statement
- Bring someone with you for support
- Give your statement to the Parole Board before hearing and out of presence of inmate
- Be present at hearing and speak with inmate present
- A victim advocate may attend hearing with victim

As a crime victim, you should expect to:

- Be met by a Victim Service Representative prior to the hearing, who will accompany you to the hearing for support
- Be escorted by security staff
- Be in the offender's presence, but have no direct contact with him/her

If you do not wish to attend the hearing, but still want your voice heard:

- Submit a written statement explaining the impact of the crime has had on you and your family to the Victim Services Manager or the WV Parole Board through mail, fax, or email.
- You may also request an appointment with the Parole Board Chairperson and designated Parole Board Members.

Children under 12 are not allowed to attend Parole Hearings, unless they are a direct victim and will be speaking to the Parole Board without inmate being present.

Truth In Sentencing

West Virginia has "good time" sentencing contingent upon the inmate's institutional behavior. This means that an inmate receives 1 day credit for each 1 day that is served. Thus, 5 years really means an inmate may only serve 2-1/2 years. Inmate behavior in prison can affect "good time."

For clarification on individual cases, please contact the WV Division of Corrections Victim Services Manager.

Parole

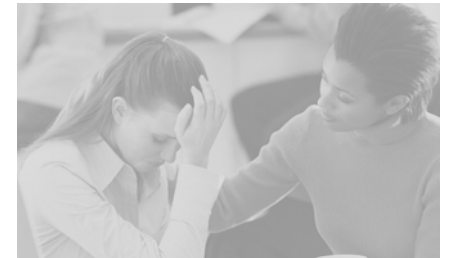
Parole is the release of an offender before his/her term has expired on condition of continued good behavior. The duration of such conditional release will not exceed the discharge date. The offender will be under the supervision of a Parole Officer. You may obtain the Parole Officer's name by contacting the Victim Services Manager.

Our Commitment to Victims of Crime...

The West Virginia Division of Corrections is committed to the promise that crime victims are to be treated with respect, dignity, and sensitivity. We are committed to building a mutual understanding among victims, their families, community victim groups, and correctional staff; while providing balance to the criminal justice system for victims of crimes.

What to expect when you arrive at a Correctional Facility for a hearing...

- Visitors stop at the front gate before entering.
- Visitors will be asked to park in the visitor parking area.
- Adult visitors must sign in at the processing desk, and provide two (2) forms of identification— one of which must be a photo ID. (No credit cards.)
- Visitors younger than 18 must have a birth certificate, and be with their parent/guardian.
- Visitors are subject to officer and/or canine search during processing.
- If you are unable to clear the metal detector due to medical reasons (pacemaker, metal pins, etc.), you will need to present a letter from a physician indicating this.
- You are required to wear suitable, modest clothing.
- You may be asked to wear a wristband if you are the same gender as the population being housed in that facility.
- Each facility may have different procedures for admission.



Always remember, our security measures are for your safety while you are inside the correctional facility.