

APOLOGY LETTER NOTIFICATION FORM

YES. I would like to be notified if the Office of the Victim Advocate receives an apology letter addressed to me.

VICTIM INFORMATION:

Name: _____

Address: _____

Telephone: _____

Email: _____

Registration Number: _____ Date: _____

(You must be registered with OVA in order to receive these letters.)

TYPE OF REGISTRATION (check one):

- Victim
- Parent/Guardian of Minor
- Homicide Survivor (*Family of Homicide Victim*)
- Power of Attorney

OFFENDER INFORMATION:

Offender Name: _____

DOC Number: _____

Parole Number: _____

Crime: _____

County where crime was committed: _____

PENNSYLVANIA
Office of the Victim Advocate

Inmate Apology Bank



*Jennifer R. Storm, Victim Advocate
Commonwealth of Pennsylvania*

Mail to: Office of the Victim Advocate
Department of Corrections 1920 Technology Parkway
Mechanicsburg, PA 17050

If you have any questions regarding this program or any other program or service offered by our office, feel free to contact:

**Office of the Victim Advocate
PA Department of Corrections**

1.800.322.4472

1920 Technology Parkway
Mechanicsburg, PA 17050

TTY: 1.877.349.1064 (toll free)

FAX: 717.728.0332

www.ova.state.pa.us

Email: ra-ovainfo@pa.gov

Inmate Apology Bank

Victims often wonder whether or not their offender has taken responsibility and/or is sorry for their criminal actions. Likewise, inmates sometimes seek to put into words acceptance of fault, responsibility, and/or pain caused by their actions. They may wish to write a letter of apology to the victim (s) of their crime. However, the Pennsylvania Department of Corrections has strict rules prohibiting inmates from contacting their victims. This includes direct contact or contact by a third party such as friends or family. The apology program allows for the letters to be written and received without violating these rules.

The Inmate Apology Bank was created for victims of crime who have an interest in receiving an apology letter from the offender in their case. These victims can register with the Office of the Victim Advocate to be notified if an apology letter is submitted by their offender. If you are interested in registering to be notified, complete the attached Apology Letter Notification Form.

Guidelines

- Inmates serving time in a state prison can submit an apology letter to be stored in the Inmate Apology Bank. Information is posted in the prisons regarding this program so that inmates are aware that it exists... Inmates may voluntarily submit letters at any time.
- All apology letters will be reviewed for appropriateness by OVA before being forwarded to victims.
- Participation in the apology letter process is voluntary and will not affect the offender's release date or conditions of incarceration.
- Victims shall determine:
 - ❖ If/when they view the apology letter;
 - ❖ If the offender is informed that the letter was requested, received and/or read by the victim.

Procedures

- Victim will be provided the opportunity to complete an Apology Letter Notification Form (located in this brochure).
- When/if an apology letter is received by OVA for registered victims, the victim will be notified.
- Before an apology letter is ever forwarded to a victim, OVA will contact the victim to verify their continued interest in receiving the letter.
- The victim will instruct OVA whether or not to inform the offender that the letter has been requested, received and/or read.
- If the victim has an active Protection From Abuse Order (PFA), OVA will hold the Apology Letter until the PFA expires. If the victim is still interested in receiving the letter at that time, the letter will be forwarded to the victim.

Our legislative mandate is...

"To represent the rights and interests of crime victims before the Board of Probation and Parole and the Department of Corrections."

Our mission is...

"The Pennsylvania Office of the Victim Advocate is dedicated to representing, protecting and advancing the individual and collective rights and interests of crime victims."



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