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July 19, 2023

ADMINISTRATIVE REGULATION
NUMBER

015

OPR: VICTIM AND
CONSTITUENT SERVICES

VICTIM/OFFENDER MEDIATION PROGRAM

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for a Victim/Offender Mediation Program.

II. POLICY

It is the policy of the ADOC to provide the victims of violent crime the opportunity to have a structured, face-to-face meeting with their offenders in a secure, safe environment to facilitate a healing recovery and reconstruction process.

III. DEFINITIONS AND ACRONYMS

- A. **Mediation**: A face-to-face meeting between the victim and offender.
- B. **Mediator**: A person trained in Victim/Offender Mediation who has been assigned the case for a face-to-face mediation meeting between the victim and offender.
- C. **Offender**: An individual who has committed a crime against another person, been convicted, and is serving a sentence for that crime.
- D. **Victim**: An individual who has had a crime committed against them or a member of the individual's family.
- E. **Victim/Offender Mediation (VOM)**: The process of preparing for and conducting a structured, face-to-face meeting between the victim and offender in a secure, safe environment to facilitate a healing recovery and reconstruction process.

- F. **VOM Program Director:** The individual designated by the Commissioner to coordinate the Victim/Offender Mediation Program.

IV. **RESPONSIBILITIES**

- A. The VOM Program Director is responsible for ensuring that the VOM Program is conducted in accordance with the VOM Procedure Manual (VOM Manual), for assigning cases to and supervising Mediators, and for ensuring the collection, retention, and confidentiality of mediation paperwork.
- B. The Mediator is responsible for ensuring the preparedness of the victim and offender for mediation, conducting the mediation in accordance with the VOM Manual and apprising the VOM Program Director of mediation outcomes.
- C. ADOC Victims Services staff are responsible for initiating the VOM process at the request of the victim and for making a final determination on a case-by-case basis if the VOM process is appropriate for the particular victim and offender.
- D. The Warden is responsible for consenting to the VOM process, ensuring the availability of the offender to participate in mediation and a security official to be available for security around the mediator's visits and during the mediation session, for providing a secure and comfortable location for the mediation session, and for cooperating with the VOM Program Director and responding in a timely manner to internal and external inquiries about the VOM process. The Warden may also provide input on the appropriateness of the VOM process for a particular victim and offender.

V. **PROCEDURES**

- A. For an offender to participate in VOM, the offender must admit guilt, take responsibility for the crime, and adhere to the VOM Manual.
- B. The VOM must focus on the offense of record for the offender and the victim associated with that offense.
- C. Based upon restrictions imposed by Section 15-18-81 of the Code of Alabama 1975, death row inmates are excluded from the VOM program.
- D. All ADOC documentation regarding VOM is confidential and will not become a part of the offender's parole/community supervision review file. Only ADOC Victims Services staff and assigned mediators will have access to the VOM files.

E. All VOM procedures are established in accordance with the VOM Manual.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS

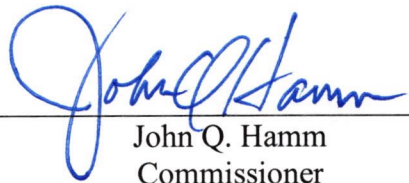
All forms used in VOM will be in accordance with the Victim/Offender Mediation Procedure Manual.

VIII. SUPERSEDES

This Administrative Regulation supersedes AR 015, *Victim/Offender Mediation Program*, dated October 18, 2004, and any changes.

IX. PERFORMANCE

- A. Code of Alabama 1975 § 14-1-1.1 *et seq.*
- B. Code of Alabama 1975 § 15-18-81
- C. Victim/Offender Mediation Procedure Manual



John Q. Hamm
Commissioner