

**VICTIM  
NOTIFICATION  
PACKET**



CHARLES J. HYNES  
District Attorney

**OFFICE OF THE DISTRICT ATTORNEY, KINGS COUNTY**

RENAISSANCE PLAZA at 350 JAY STREET  
BROOKLYN, N. Y. 11201-2908  
(718) 250-2000

Dear \_\_\_\_\_:

Date: \_\_\_\_\_

People v. Barrett, Docket: \_\_\_\_\_, Indictment: 5623/05

Thank you for your participation and cooperation as a witness for the Kings County District Attorney's Office. Either through a guilty plea or verdict, the defendant(s) in the case in which you were the named victim or witness has been convicted and sentenced to the custody of the New York State Department of Corrections for a term of incarceration. This means that the defendant/inmate will be eligible for release at some time in the future.

As a victim of a violent felony offense, you have the right, under Criminal Procedure Law 380.50, to be notified of an inmate's release once a notification request has been submitted. Should you wish to be notified at the time of the defendant's release from the Department of Corrections, there are three courses of action you may pursue. You may avail yourself of one, two, or all three options, and the Assistant District Attorney who prosecuted your case is available to assist you in doing so. The three options available to you are outlined below:

- 1). **Register with the Department of Corrections through the Kings County District Attorney's Office by completing form 3617 (attached) and returning it in person or by mail to the Assistant District Attorney assigned to your case.**

Address: Kings County District Attorney's Office  
350 Jay Street  
Brooklyn, NY 11201

The Assistant District Attorney assigned to your case is available to assist you in completing form 3617. If you do not know the name of the Assistant District Attorney assigned to your case, you may call (718) 250-3820 to obtain that information.

The Assistant District Attorney will arrange to have the completed form sent to the Department of Corrections. The Department of Corrections will then notify you when the defendant/inmate is released from the custody of the Department of

Corrections. You may call the Department of Corrections Office of Victim Services at 1-800-783-6059 for more information.

If a final **Order of Protection** was issued in your case upon its resolution, and you would like the Department of Corrections to enforce its provisions by preventing the defendant/inmate from contacting you from jail or prison, you should have the Assistant District Attorney attach a copy of the Order of Protection to form 3617 before he or she makes arrangements to have it mailed to the Department of Corrections.

- 2). **Register with the Victim Information and Notification Everyday (VINE) automated phone system** even if you already did so while the case was proceeding through the system. The VINE System is designed to provide you with information on the status of all incarcerated defendants, both prior to and following the resolution of the case, whether the defendant is assigned to the New York City or New York State Correctional system. The VINE System is operational 24-hours a day, seven days a week, and provides clear, detailed instructions on registering in both English and Spanish. To register with VINE, call 1-888 VINE-4NY and follow the telephone prompts. You will need to obtain the defendant's **NYSID number** from the Assistant District Attorney before registering. To reach the assigned Assistant District Attorney, call (718) 250-2000 and ask to be connected to him/her. If you can not reach the assigned Assistant District Attorney, call (718) 250-3820 to obtain the NYSID number of the defendant(s) in your case. **An informational sheet (attached) outlines the services available to you through the VINE system, as well as the steps to follow in registering for this service.**

When the defendant is to be released from the custody of the Department of Corrections, the VINE system will begin calling your phone number every two hours until it reaches you. You will be asked to enter the PIN number you chose at the time you first registered with the VINE system.

- 3). **Register with the Division of Parole.** You have certain rights regarding the parole process. You have the right to be notified when an inmate is scheduled to see the Parole Board. You also have the right to send a written victim impact statement to the Parole Board and/or submit an audiotaped or videotaped impact statement to the Parole Board. For certain violent crimes, you have the right to meet with a member of the Parole Board to give your statement in person. Subsequently, you have the right to be notified of the Parole Board's decision, the inmate's scheduled release date, and the name of the assigned parole officer. You may accomplish this in one of two ways:
  - A. You may write a letter to the Division of Parole Victim Impact Unit at 97 Central Avenue, Albany, NY 12206.

- B. **Alternatively, you may fill out a New York State Division of Parole Victim Impact Unit "Request for Victim Notification" form (attached). The Assistant District Attorney assigned to your case is available to assist you in completing this form. You will need to provide the Division of Parole with your name, relationship to the victim, your address, and your telephone number. In addition, you will need to provide the Division of Parole with the inmate's name, date of birth, NYSID number, indictment number, Inmate/DIN number, and county of conviction. If you do not have this information, you should contact the Assistant District Attorney assigned to your case by calling (718) 250-2000 and asking to be connected with him/her. If you do not know the name of the Assistant District Attorney assigned to your case, you may call (718) 250-3820 to obtain this information before signing and mailing the completed form. You may call the Parole Victim Impact Unit at 1-800-639-2650 for more information. If you have access to a computer with internet capability, you may go to the following website to access information from the Division of Parole regarding the offender in your case: <http://www.docs.state.ny.us/>**

Whichever option(s) you choose to pursue, **all information will be kept strictly confidential** and will not be shared with the defendant/inmate who perpetrated the crime against you. Once you have registered, if you change your address or phone number and still wish to be informed of the inmate's release, please notify the appropriate agency:

- |     |  |                |
|-----|--|----------------|
| 1). | Department of Corrections Office of Victim Services: | 1-800-783-6059 |
| 2). | VINE System:   | 1-888-VINE-4NY |
| 3). | NY State Division of Parole Victim Impact Unit:      | 1-800-639-2650 |

In addition, you may feel free to contact me directly if you have any questions or require further assistance.

You are encouraged to take advantage of all services available to you.

Sincerely,

\_\_\_\_\_, Assistant District Attorney

Phone Number: \_\_\_\_\_



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RENAISSANCE PLAZA at 350 JAY STREET  
BROOKLYN, N. Y. 11201-2908  
(718) 250-2000

**CHARLES J. HYNES**  
District Attorney

Estimado \_\_\_\_\_: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Plebicita del Estado de Nueva York contra \_\_\_\_\_, Docket# \_\_\_\_\_,  
Ind. # \_\_\_\_\_

La Oficina del Condado de Kings quiere darle las gracias por su cooperación como testigo. El demandado en este caso se ha declarado culpable, o ha sido encontrado culpable a través de un juicio. Consiguientemente, el acusado sido sentenciado a un término de encarcelamiento bajo el control del Departamento de Correcciones del Estado de Nueva York. El acusado será elegible para el descargo en una fecha en el futuro.

Como víctima de una felonía violenta, usted tiene el derecho bajo la ley (sección 380.50 de la Ley de Procedimiento Criminal) de ser notificado cuando un preso es soltado - si una demanda de notificación ha sido sometida. Si usted quiere ser notificado cuando el demandado es soltado de la cárcel, hay tres cursos de acción que usted puede seguir. Usted puede usar una, dos, o todas las tres alternativas, y el Asistente Fiscal (Assistant District Attorney) que enjuicio su caso le podrá ayudar. Las tres alternativas son las siguientes:

- 1). **Registre con el Departamento de Servicios Correccionales** a través de la Oficina del Fiscal mediante completando el formulario 3617 (adjunto), y devolviéndola en persona o por el correo al Asistente Fiscal asignado a su caso:

La dirección: Kings County District Attorney's Office  
350 Jay Street  
Brooklyn, NY 11201

El Asistente Fiscal asignado a su caso le puede ayudarle completar el formulario 3617. Si usted no sabe el nombre del Asistente Fiscal asignado a su caso, puede llamar al número (718) 250-3820 para obtener esta información.

El Asistente Fiscal acordará para enviar el formulario completado al Departamento de Correcciones. El Departamento de Servicios Correccionales entonces lo notificará de la liberación del acusado/preso cuando esto ocurre. Usted puede llamar directamente a la Oficina de Servicios para Víctimas del Departamento de Correcciones al número 1-800-783-6059 para más información.

Si una **Orden Final de Protección** se emitió en la resolución de su caso, y quiere que el Departamento de Corrección enfuerza los provisos prohibiendo que el acusado haga contacto con usted, pídele al Asistente Fiscal que ate una copia del Orden de Protección a el formulario 3617 antes de enviar al Departamento de Correcciones.

- 2). **Registre con la sistema telefonica automatizado VINE (Información y Notificación Diario para Victimas)** aun cuando todavia se registro antes de la disposición del caso. La sistema VINE puede proveerle información del estado de todos los acusado presos ambos antes y siguiendo la resolución de sus casos, si el preso esta en la Sistema Correccional de la Ciudad o el Estado de Nueva York. El sistema VINE funciona todos los dias a cualquiera hora, y provee instrucciones clara y detalladas en ingles y espanol explicando como se puede registrar. Para registrar con el VINE, llame al numero **1-888-VINE-4NY** y sigue las instrucciones telefonicas. Usted necesitara obtener el numero **NYSID** del demandado a traves de el Asistente Fiscal antes de registrar. Para comunicarse con el Asistente Fiscal asignado, llame al (718) 250-2000 y pide que le communique con el/ella. Si usted no puede comunicarse con el Asistente Fiscal asignado, llame al (718) 250-3820 para obtener el numero **NYSID** del demandado en su caso. **Un folleto informativo (adjunto) delinea los servicios disponibles a traves del el sistema VINE**, y los pasos para seguir cuando uno quiere registrarse para este servicio.

Cuando el acusado va a ser soltado de la custodia del Departamento de Correcciones, la sistema VINE emperaza llamando a su numero de telefono cada dos horas hasta que lo alcanza. Le pediran que entre el numero de identificación (PIN) que usted escogio cuando regitro con la sistema Vine.

- 3) **Registre con la División de Libertad Provisional (Parole Division)**. Usted tiene ciertos derechos con respecto al proceso de libertad provisional. Usted tiene el derecho de ser advertido cuando una fecha ha sido fijado para la aparenia del acusado antes de la Junta de Libertad Provisional (Parole Board). Usted tambien tiene el derecho de enviar una Declaración de Impacto a la Victima en forma escrita, y/o en forma grabada (audio o video), a la Junta de Libertad Provisional. En el caso de ciertas crimene violentas, la victima tambien tiene el derecho de encontrarse con un miembro de la Junta de Libertad Provisional para dar su declaración en persona. Subsiquientemente, usted tiene el derecho de ser notificado de la decisión de la Junta de Libertad Provisional, la fecha fijada para el descargo del preso, y el nombre del funcionario de la División de Libertad Provisional asignado al defendiente. Usted puede registrarse de dos maneras:

A. Usted puede enviar una carta a la Division of Parole Victim Impact Unit, 97 Central Avenue, Albany, NY 12206.

B. Alternativamente, usted puede completar una forma demandando

**notificación a la víctima (Request for Victim Notificacion) para la Unidad de Impacto a la Victima de la 33 División de Libertad Provisional del Estado de Nueva York. El Asistente Fiscal asignado a su caso podra ayudarle con esta forma. Usted necesitara proveer la División de Libertad Provisional su nombre, su relacion a la victima, su dirección, y su numero de telefono. Tambien tendra que proveer información acerca del preso, incluyendo: el nombre, la fecha de nacimiento, el numero NYSID, el numero de caso (indictment number), el numero de preso (DIN/inmate number), in el nombre del condado en que la convicción ocurrió. Si usted no tiene esta información, usted debe comunicarse con el Asistente Fiscal a través de llamar al (718) 250-2000, y pidiendo ser conectado con el o ella. Si usted no sabe el nombre del Asistente Fiscal, puede llamar al (718) 250-3820 para obtener la información antes de firmar y enviar el formulario completa. Usted puede llamar a la Unidad de Impacto a la Victima de División de Libertad Provisional al numero 1-800-639-2650 para mas información. Si usted tiene una computadora con la capacidad del internet, usted puede obtener información acerca del defendiente en su caso a través de la División Provisional usando el website: <http://www.docs.state.ny.us/>**

De cualquiera alternativa que usted escoge, toda la información se guardara estrictamente confidencial y no sera compartida con el acusado que cometio la felonía contra usted. Una vez que usted ha registrado, si usted cambia a su dirección o numero de telefono, y todavia desea ser notificado del descargo del preso, po favor notifique a la agencia apropiada:

- 1) La Oficina de Servicios para Victimas de el Departamento de Correcciones:  
1-800-783-6059
- 2) La sistema VINE:  
1-888-VINE-4NY
- 3) Unidad de Impacto a la Victima de la Division de Libertad Provsional:  
1-800-639-2650

Ademas, sientese en libertad de llamarme o escribirme directamente si usted tiene alguna pregunta o necesita mas ayuda.

Le pedimos que usted se aproveche de todos los servicios que le son disponibles.

Atentamente,

\_\_\_\_\_  
Assistant District Attorney (Asistente Fiscal)

Telefono: \_\_\_\_\_

STATE OF NEW YORK - DEPARTMENT OF CORRECTIONAL SERVICES  
VICTIM DEMAND - NOTICE OF INMATE'S RELEASE

NAME OF INMATE: Jermaine Barrett

one offender/inmate name per form  
COUNTY OF COMMITMENT: KING'S INDICTMENT #: 5623-05

NYSID #: 7525742 M INMATE DATE OF BIRTH: \_\_\_\_\_  
NOTE: if under age 16, will not enter NYSDOCS

DATE OF SENTENCING: \_\_\_\_\_

I request to be notified of the release of the above named inmate. I understand this information will be confidential.

NAME OF REQUESTOR: \_\_\_\_\_

NOTE: requestor cannot be a minor

ADDRESS OF REQUESTOR: \_\_\_\_\_ APT. # \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

NAME OF VICTIM: \_\_\_\_\_

RELATIONSHIP TO VICTIM (circle one): SELF PARENT SPOUSE CHILD SIBLING  
LEGAL REPRESENTATIVE LEGAL GUARDIAN OF MINOR CHILD OTHER (specify) \_\_\_\_\_

\*Section 380.50 of the Criminal Procedure Law provides that the victim, as defined below, may receive notification of the release of an inmate where the defendant has been convicted of a violent felony offense as defined in Section 70.02 of the Penal Law or a homicide offense as defined in Article 125 of the Penal Law.

"Victim" means the victim as indicated in the accusatory instrument, or, if such victim is unable or unwilling to express himself or herself before the court or a person so mentally or physically disabled as to make it impracticable to appear in court in person or the victim is deceased, a member of the family of such victim, or the legal guardian or representative of the legal guardian of the victim where such guardian or representative has personal knowledge of and a relationship with the victim, unless the court finds that it would be inappropriate for such person to make a statement on behalf of the victim.

THIS FORM SHOULD BE RETURNED TO THE DISTRICT ATTORNEY'S OFFICE FOR THAT OFFICE TO SUBMIT THE FORM TO THE DEPARTMENT OF CORRECTIONAL SERVICES

WAS THERE AN ORDER OF PROTECTION ISSUED? YES \_\_\_\_\_ NO \_\_\_\_\_  
IF YES, PLEASE ATTACH A COPY OF THE ORDER OF PROTECTION

The victim or designated representative may provide additional statements and/or information to the Parole Board regarding the impact of the crime. Contact the Parole Victim Impact Unit at:  
97 Central Avenue, Albany, NY 12214-6131 or 1-800-639-2650.

FOR ADDITIONAL NOTIFICATION SERVICES BY PHONE, CALL 1-888-VINE-4-NY

My signature below indicates I am demanding written notification of the above named offender's release from the Department of Correctional Services. I understand it is my responsibility to complete a new form with the District Attorney's office if my address changes.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

CHECK HERE IF THIS IS A CHANGE OF ADDRESS REQUEST yes \_\_\_\_\_ no \_\_\_\_\_



## **Inmate Information Available from NYSDOCS Web Page and VINE toll free number**

Victims, their family members, criminal justice professionals and the public can now obtain basic information about an inmate in the custody of the New York State Department of Correctional Services by accessing the Department's Internet webpage or by calling a toll free number.

### **Inmate Lookup on the Internet at [www.docs.state.ny.us](http://www.docs.state.ny.us)**

The Inmate Lookup on the Internet is provided as a major tool for law enforcement as well as for the general public. It is available 24 hours a day, 7 days a week, 365 days a year. Access the webpage at [www.docs.state.ny.us](http://www.docs.state.ny.us) and click on Inmate Lookup. You will be prompted for one of the following:

1. Department Identification Number (DIN):
2. New York State Identification Number (NYSID),
3. Name and Date of Birth of the offender.

Information available through the webpage includes facility location, date received, county of commitment, crime information, length of sentence, earliest release date, other legal date information, and basic demographic data.

The webpage includes the 70,000 inmates now in New York state prisons and another 60,000 parolees plus the names of anyone who was in the state prison system anytime since the late 1970s, when the database was created.

### **VINE toll free number 1-888-VINE-4-NY (1-888-846-3469).**

This phone system provides basic information about inmates in prison on or after January 1, 1999. The VINE system can also be used to register for notification of an inmate's release from prison. The VINE toll free number is also available 24 hours a day, 7 days a week, 365 days a year in both English and Spanish with a live operator option to help callers having difficulty with the system.

Using any of the three identifiers above, you will be able to obtain information on an inmate's facility location, controlling crime, and earliest release date (which is subject to change for many reasons)

#### **Registration for Notification**

Using the toll free number, a caller may also register a telephone number for confidential notification of the inmate's release from custody, death, transfer to work release or participation in a temporary leave from a facility (furlough).

The caller registers a telephone number ONLY - no name or address. The telephone number registered for notification is completely confidential and is not releasable under a Freedom of Information Law request.

When the caller uses the toll free VINE number to register for notification, the caller must select a four-digit PIN that is easy to remember. The four-digit PIN must be entered when the notification call is received in order to confirm that the information was received and stop the notification calls from continuing.

#### **Important notes on the webpage and toll free number**

Information on inmates in custody as Youthful Offenders is not releasable under New York State law. Therefore, no information is available through the webpage or toll free number if the inmate is under custody as a Youthful Offender.

It is important to note that it is not possible to register for notification of an inmate's release through the web page.

**New York State Division of Parole  
Victim Impact Unit**

As the victim of a crime, you have the following rights regarding the Parole Process: (A) to be notified when an inmate is scheduled to see the Parole Board; (B) to send a written victim impact statement to the Parole Board; (C) to submit an audio-taped or video-taped victim impact statement to the Parole Board; (D) for certain violent crimes, to meet with a member of the Parole Board to give your statement in person; (E) to be notified of the Parole Board's decision; and, (F) to be notified of the inmate's scheduled release date and the name of the assigned parole officer.

The Board of Parole recognizes that crime victims are an important part of the criminal justice process and have information that can assist the Board when it considers inmates for release from prison. All crime victims can submit a written or taped victim impact statement to the Parole Board any time before the inmate is scheduled to meet the Board. It is best that the statement be received at least one month before the inmate sees the Parole Board.

Personal victim impact meetings with a member of the Parole Board are normally scheduled one or two months before the inmate sees the Parole Board. If you wish to have a personal meeting, please send this form to the Victim Impact Unit as soon as possible.

----- Keep the section above for your information -----

Detach Here

Detach Here

**REQUEST FOR VICTIM NOTIFICATION**

(Please print or type)

**NOTIFICATION INFORMATION:**

ASA: (Please check one)  Crime Victim  Family Member  Official Representative

I REQUEST THE FOLLOWING: (Please check one or both)

My name be placed on the Victim Notification List

I be scheduled for a personal meeting with a Parole Board Member

NAME OF VICTIM: \_\_\_\_\_

NAME OF PERSON REQUESTING INFORMATION: (Please circle one) Mr. Ms. Mrs. Other \_\_\_\_\_

RELATIONSHIP TO VICTIM: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE NUMBER(S): (Please include area code)

Home: ( ) \_\_\_\_\_ Business: ( ) \_\_\_\_\_

**INMATE INFORMATION:** (Please provide as much information as possible. The District Attorney's Office in the county of conviction can help with this.)

NAME: Jermaine Barrett NYSID #: 7525742 M

DATE OF BIRTH: 1/1/ INMATE (DIN) #: \_\_\_\_\_

INDICTMENT #: 5623/05 COUNTY OF CONVICTION: KINGS

I understand that any information I give to the Parole Board will be kept strictly confidential.

I will notify the Victim Impact Unit of any change of address.

SIGNATURE: \_\_\_\_\_ DATE:   /  /  

**MAIL TO: VICTIM IMPACT UNIT  
NYS DIVISION OF PAROLE  
97 CENTRAL AVE  
ALBANY NY 12214-6131**

Parole Use Only			
Facility:	PH:	PE:	CR:

Please do not staple or tape form

Please do not staple or tape form