



**Court Services and Offender Supervision Agency
for the District of Columbia**

OPERATIONAL INSTRUCTION

Operational Instruction CSS-2009-01

Policy Area: Supervision

Effective Date: 3/20/2009

Approved: _____

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Victim Information Notification Everyday (VINE)

I. COVERAGE

This Operational Instruction applies to Community Supervision Officers (CSOs), Supervisory Community Supervision Officers (SCSOs), and Branch Chiefs (BCs) who are monitoring offenders where the offender is incarcerated in a state correctional facility or jail.

II. BACKGROUND

VINELink is an online version of VINE (Victim Information and Notification Everyday), the National Victim Notification Network. This service allows crime victims to obtain timely and reliable information about criminal cases and the custody status of offenders 24 hours a day online. The service allows victims and other concerned citizens to register to be notified about an offender's release or court status via phone, email or TTY device, or registration through the participating state or county toll-free number.

The VINELink website is a service to victims of crime provided by Apriss Incorporated. The information contained on the site is for personal use and any commercial use is strictly prohibited.

III. GUIDANCE

VINELink is a tool that CSOs shall use to receive automatic notification when an offender incarcerated in a state correctional facility or jail is released to the community, is moved to another state correctional facility, or has a court date.

For offenders who are incarcerated in a state correctional facility or jail, and the state participates in VINELink, the CSO shall go into VINELink and sign up to automatically receive information via e-mail concerning the offender's court dates, release information, and movements to other state correctional facilities. This information will assist the CSO in sending reporting instructions to the offender and in determining the offender's release status.

CSOs will use the VINELink system for offenders who are known to be incarcerated in state correctional facilities/jails and whose records are maintained in the VINELink system. CSOs are not responsible for the accuracy of any data or information in the VINELink system.

A. Accessing VINELink.

The website for VINELink is: www.vinelink.com. Once this website is accessed, guidance is provided online on how to register for the service, how to search for an offender by name or number, and determine if an offender is in VINELink. Answers to frequently asked questions about the service also are provided.