



Seirbhís Phríosúin
na hÉireann
Irish Prison Service

Victim Liaison Service



Information Booklet

Introduction

The Irish Prison Service is extremely conscious of the plight of victims and the harmful, potentially devastating consequences of offences.

The Irish Prison Service acknowledges that the impact of crimes on victims varies in nature and force and seeks to take account of their experiences and needs by offering victims the opportunity to receive information about prisoners who have been convicted of a crime against them or their family.

While it is appropriate that the sensitivities and concerns of victims of crime should be carefully considered, other conflicting factors at times, such as the rehabilitation of offenders and their reintegration back into the community, must also be considered and a balance struck.

The Irish Prison Service is committed to fulfilling its responsibilities as outlined under Part 2 of the Criminal Justice (Victims of Crime) Act. The Act transposes into Irish Law, EU Directive 2012/29.

For more information on the Criminal Justice (Victims of Crime) Act 2017 please visit www.oireachtas.ie

The Role of the Victim Liaison Officer

Where victims of crime, a member of their family or a third party person acting on their behalf so request, the Irish Prison Service Victim Liaison Officer will enter into direct contact with them on an ongoing basis to inform them of significant developments in the sentence management of a prisoner.

The information currently provided by our service covers our obligations under Part 2 of the Criminal Justice (Victims of Crime) Act 2017 and includes the following:

- Information regarding any form of temporary release;
- Information when the offender is to be released from prison;
- Information regarding inter prison transfers, hospital appointments and court appearances
- Information regarding an escape from prison custody
- Notification of upcoming Parole Board reviews and the outcome of same

Every effort is made to ensure that information on a prisoner's release from prison (temporary or otherwise) is provided in advance, but there are some exceptions. On occasion, urgent applications may be considered on compassionate grounds or prisoners can sometimes be released by Court Order. In such cases, every effort will be made by the Victim Liaison Officer to inform the victim of the prisoner's release (temporary or otherwise) within the shortest practicable time-frame.

The Victim Liaison Officer can also provide victims with general information on the prison system, such as the regime in different prisons, remission on sentences and the operation of the Parole Board.

The Victim Liaison Officer deals with victims of crime on a strictly confidential basis.

It is important to note that the Irish Prison Service Victim Liaison Service is a voluntary service. It is for the victim or their families to choose if they want to receive information about a prisoner. Registered victims can change their mind and “opt-out” of the service at any time by contacting the Victim Liaison Service, contact details provided in this booklet.

Definition of a victim

‘A ‘victim’ means:

1. A person who has suffered harm, including physical, mental or emotional harm or economic loss, which was directly caused by a criminal offence;
2. A family member whose loved one has died or was injured as a result of a criminal offence. Family members include a spouse or a partner who has been living with a victim in a joint household. Siblings, dependants and immediate relatives are also considered family members.

Who is eligible to receive information?

A person may be eligible to receive information, if:

- He or she is the victim of an offence for which the offender is imprisoned. The victim may nominate a representative that will receive information on their behalf, should they so wish;
- He or she is not the victim but is an immediate family member or has a close relationship with someone who has died or was injured as a result of the offence.

It is important to note that your registration with the Irish Prison Service Victim Liaison Service is only valid for the duration of that particular sentence.

Given the sensitive nature of the information provided to registered victims, the Victim Liaison Officer must be careful to only register eligible victims and may need to contact An Garda Síochána to confirm the information submitted in the application is correct.

How do I apply?

If you wish to avail (or opt out) of the Victim Liaison Service, you can do so by contacting the Victim Liaison Officer by:

- Telephone at 043 333 5100
- Email at vlo@irishprisons.ie
- Online via the Irish Prison Service web site at www.irishprisons.ie
- Or by posting the registration form provided in this booklet to the:
Victim Liaison Officer
Irish Prison Service Headquarters
IDA Business Park
Ballinalee Road
Longford
N39 A308

The Victim Liaison Officer is contactable during office hours Monday to Friday from 9.30 am to 5.30 pm.

If we do not meet your expectations

If you wish to make a complaint about any aspect of our service, you can do so by putting your complaint in writing and sending it to the following address:

Assistant Principal Officer
Victim Liaison Service
Irish Prison Service Headquarters
IDA Business Park
Ballinalee Road
Longford
N39 A308

Data Protection

The Irish Prison Service is committed to protecting all personal data held on you. The Irish Prison Service operates as an executive agency of the Department of Justice and Equality. In this regard the Irish Prison Service is governed by the Department's Data Protection Policy which sets out how we secure and manage personal data.

For more information on our Data Protection Policy please visit the Irish Prison Service web site www.irishprisons.ie

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Do not affix Postage Stamps if posted in Ireland

Victim Liaison Officer
Irish Prison Service Head-
quarters
IDA Business Park
Ballinalee Road
Longford
N39 A308

APPLICATION FORM

I wish to apply to receive information about a prisoner

MY DETAILS:

Name

Address

Contact Telephone Number

Email Address

*Important Note: If your contact details change,
you must provide new details to the Victim Liaison Officer
in order to receive information*

DETAILS OF OFFENCE:

Name of Offender

Date of Offence

Nature of Offence

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You may wish to have someone else act or receive information on your behalf. If so, please provide the following details:

DETAILS OF REPRESENTATIVE:

Name

Organisation (if applicable)

Address

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Contact Telephone Number

Email Address

PLEASE SEAL FORM & PLACE IN POST
(No Stamp Required)



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