

## ***Apology Letter Bank***

Sometimes offenders who are incarcerated write victims letters of apology. The Minnesota Department of Corrections (DOC) has implemented a policy which forbids offenders from ever sending those letters to the victim/s directly or through a third party. If a victim is interested in receiving an apology letter from the offender in their case, they can complete an Apology Letter Notification Form or contact the Restorative Justice Planner at the DOC 651-361-7111



### **Minnesota Department of Corrections**

1450 Energy Park Drive, Suite  
200

St. Paul, MN 55108

Phone: 651-361-7200

Website: [www.corr.state.mn.us](http://www.corr.state.mn.us)

**Minnesota  
Department  
of  
Corrections**

**Restorative  
Justice**

***Apology  
Letters***



## ***Restorative Justice—Apology Letter***

**Restorative Justice** is a framework for the criminal justice system that involves victims and community more broadly in the system. In addition to offender accountability through taking responsibility and making amends, restorative justice seeks to address victim needs, offender competencies, and community responsibility in repairing harm and building safer stronger communities.

**Apology Letters** often seek to communicate acknowledgement of fault, injury, responsibility, insult and/or pain caused. It is offered by an offender to victims and relates to a specific incident. The letter will not offer excuses or request forgiveness or pardon.

### **Guidelines:**

- The Department of Corrections attempts to make sure that apology letters are never sent directly to victims, victim's families or victim advocates.
- Either the victim or offender may initiate the apology letter process.
- Victim shall determine:
  - \* If and when the apology letter will be accepted
  - \* whether or not the offender is informed that the victim requested, received and/or has read the apology letter

- All apology letters will be reviewed by designated letter screeners at each facility, by the Restorative Justice Planner and also by the Victim Services Coordinator
- Victims may, at the time of engaging with the apology letter process or at a subsequent time, request other restorative services provided by the Minnesota Department of Corrections such as Victim Offender Dialogue, opportunities for victim involvement in offender programming or victim services referrals.
- Involvement in the Apology Letter Process will not affect offender's release date or other conditions of incarceration.

### **Procedures:**

- Victims will be provided the opportunity to complete an Apology Letter Notification Form (located in this brochure). This form will instruct the Restorative Justice Planner at the MN Department of Corrections to notify them when an apology letter has been received in their name.
- When a completed apology letter has been deposited in the Apology Letter Bank addressed to a victim who has requested to be notified of such a letter, the Restorative Justice Planner will contact the victim to verify their interest in receiving the letter. Once confirmed, the sealed apology letter will be mailed to the victim in an envelope with a cover letter identifying the content of enclosed sealed envelope.
- Future contact between the victim/s and the offender should be made via the Restorative Justice Planner.

## **Apology Letter Notification Form**

- Yes, I would like to be notified if MN Department of Corrections receives an apology letter addressed to me

### **Victim Information**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone (Day) (evening)

\_\_\_\_\_  
Email

### **Offender Information**

\_\_\_\_\_  
Offender Name

\_\_\_\_\_  
Offender OID # if known

\_\_\_\_\_  
Crime and Date of Crime

\_\_\_\_\_  
County where crime committed

### **Name and Phone # of another person who may be able to assist in reaching me**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Your Signature Date

**Mail to:**  
Minnesota Department of Corrections  
Restorative Justice Unit  
1450 Energy Park Drive, Suite 200  
St. Paul, MN 55108

**Contact Person:**  
**Tim Hansen**  
**Restorative Justice Planner**  
**(651) 361-7111**  
**Tim.Hansen@state.mn.us**