



Application Cover Sheet

RFA PROCESS

VICTIM/WITNESS ASSISTANCE PROGRAM

Submitted by:

CANDICE HOOPER, DISTRICT ATTORNEY

COUNTY OF SAN BENITO

419 4TH STREET

HOLLISTER, CA 95023-3801

TELEPHONE: (831) 636-4120

FAX: (831) 636-4126

| (Cal OES Use Only) | | | | | | |
|--------------------|--|-------|--|------|--|------------|
| Cal OES# | | FIPS# | | VS # | | Subaward # |

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES

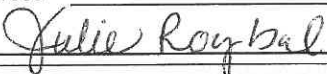
GRANT SUBAWARD FACE SHEET

The California Governor's Office of Emergency Services (Cal OES), makes a Grant Subaward of funds set forth to the following:

1. Subrecipient: County of San Benito **1a. DUNS#:** 069115202
2. Implementing Agency: District Attorney's Office, San Benito County **2a. DUNS#:** 069115202
3. Implementing Agency Address: 419 Fourth Street Hollister 95023-3840
Street City Zip+4
4. Location of Project: Hollister San Benito 95023-3840
City County Zip+4
5. Disaster/Program Title: Victim/Witness Assistance Program **6. Performance Period:** 07/01/16 to 06/30/17
7. Indirect Cost Rate: ☐ N/A; ☒ 10% de minimis; ☐ Federally Approved ICR _____%

| Grant Year | Fund Source | A. State | B. Federal | C. Total | D. Cash Match | E. In-Kind Match | F. Total Match | G. Total Project Cost |
|------------|---------------|-----------|------------|------------|---------------|------------------|----------------|--------------------------------------|
| 2016 | 8. VWA0 | \$ 66,017 | | | | | \$ 0 | \$ 66,017 |
| 2016 | 9. VOCA | | \$ 86,852 | | | | \$ 0 | \$ 86,852 |
| Select | 10. Select | | | | | | \$ 0 | \$ 0 |
| Select | 11. Select | | | | | | \$ 0 | \$ 0 |
| Select | 12. Select | | | | | | \$ 0 | \$ 0 |
| | TOTALS | \$ 66,017 | \$ 86,852 | \$ 152,869 | \$ 0 | \$ 0 | \$ 0 | 12. G Total Project Cost: \$ 152,869 |

13. This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. Official Authorized to Sign for Subrecipient: **15. Federal Employer ID Number:** 946000530
 Name: Julie Roybal Title: Program Coordinator
 Telephone: (831)634-1397 FAX: (831)634-1398 Email: jroybal@cosb.us
(area code) (area code)
 Payment Mailing Address: 481 Fourth Street City: Hollister Zip+4: 95023-3840
 Signature:  Date: 5-17-16

[FOR Cal OES USE ONLY]

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

| | | | |
|------------------------|------|--------------------------------|------|
| Cal OES Fiscal Officer | Date | Cal OES Director (or designee) | Date |
|------------------------|------|--------------------------------|------|

PROJECT CONTACT INFORMATION

Subrecipient: County of San Benito

Subaward #: VW16 33 0350

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below. **NOTE: If you use a PO Box address, a street address is also required for package delivery and site visit purposes.**

1. The **Project Director** for the project:

Name: Julie Roybal

Title: Program Coordinator

Telephone #: (831)634-1397

Fax#: (831)634-1398

Email Address: jroybal@cosb.us

Address/City/Zip: 419 Fourth Street, Hollister, CA 95023-3840

2. The **Financial Officer** for the project:

Name: Joe Paul Gonzalez

Title: County Auditor

Telephone #: (831)636-4090

Fax#: (831)635-9340

Email Address: jpgonzalez@cosb.us

Address/City/Zip: 481 4th Street, Hollister, CA 95023-3840

3. The **person** having **Routine Programmatic** responsibility for the project:

Name: Julie Roybal

Title: Program Coordinator

Telephone #: (831)634-1397

Fax#: (831)634-1398

Email Address: jroybal@cosb.us

Address/City/Zip: 419 Fourth Street, Hollister, CA 95023-3840

4. The **person** having **Routine Fiscal Responsibility** for the project:

Name: Melinda Casillas

Title: Management Analyst-Budget

Telephone #: (831)634-4000

Fax#: (831)636-4010

Email Address: mc@cosb.us

Address/City/Zip: 481 4th Street, Hollister, CA 95023-3840

5. The **Executive Director** of a Community Based Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: Candice Hooper

Title: District Attorney

Telephone #: (831)636-4120

Fax#: (831)636-4120

Email Address: chooper@cosb.us

Address/City/Zip: 419 Fourth Street, Hollister, CA 95023-3840

6. The **Official Designated** by the Governing Board to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 14 of the Grant Subaward Face Sheet:

Name: Julie Roybal

Title: Program Coordinator

Telephone #: (831)634-1397

Fax#: (831)634-1398

Email Address: jroybal@cosb.us

Address/City/Zip: 419 Fourth Street, Hollister, CA 95023-3840

7. The **chair** of the **Governing Body** of the subrecipient:

Name: Robert Rivas

Title: Chair, Board of Supervisors

Telephone #: (831)636-4000

Fax#: (831)636-4010

Email Address: supervisors@cosb.us

Address/City/Zip: 481 4th Street, Hollister, CA 95023-3840

SIGNATURE AUTHORIZATION

Subaward #:

VW 16 33 0350

Subrecipient:

County of San Benito

Implementing Agency:

County Administrative Office

*The **Project Director** and **Financial Officer** are **REQUIRED** to sign this form.

***Project Director:** Julie Roybal

Signature:

Julie Roybal

Date:

5-17-16

***Financial Officer:** Joe Paul Gonzalez

Signature:

Joe Paul Gonzalez

Date:

5-18-2016

The following persons are authorized to sign for the
Project Director

Candice Hooper

Signature

Candice Hooper

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

The following persons are authorized to sign for the
Financial Officer

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

CERTIFICATION OF ASSURANCE OF COMPLIANCE

Victims of Crime Act (VOCA) Fund

The applicant must complete a Certification of Assurance of Compliance-VOCA (Cal OES 2-104f), which includes details regarding Federal Grant Funds, Equal Employment Opportunity Program, Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, Proof of Authority from City Council/Governing Board, Civil Rights Compliance, and the special conditions for Subaward with the above mentioned fund. The applicant is required to submit the necessary assurances and documentation before finalization of the Grant Subaward. In signing the Grant Subaward Face Sheet, the applicant formally notifies Cal OES that the applicant will comply with all pertinent requirements.

Resolutions are no longer required as submission documents. Cal OES has incorporated the resolution into the Certification of Assurance of Compliance, Section VII, entitled, "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization (original signature) from the City Council/Governing board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand. This requirement does not apply to state agencies.

CERTIFICATION OF ASSURANCE OF COMPLIANCE
Victims of Crime Act (VOCA) Fund

I, Julie Roybal hereby certify that
(official authorized to sign Subaward; same person as Section 14 on Subaward Face Sheet)

SUBRECIPIENT: County of San Benito

IMPLEMENTING AGENCY: District Attorney's Office

PROJECT TITLE: Victim/Witness Assistance Program

is responsible for reviewing the *Subrecipient Handbook* and adhering to all of the Subaward requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

I. Federal Grant Funds

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the Subrecipient Handbook for more detail.

- ☐ The above named Subrecipient receives \$750,000 or more in federal grant funds annually.
- ☒ The above named Subrecipient does not receive \$750,000 or more in federal grant funds annually.

II. Equal Employment Opportunity – (*Subrecipient Handbook Section 2151*)

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: Ray Espinosa

Title: County Administrative Officer

Address: 481 4th Street, Hollister, CA 95023-3840

Phone: (831)636-4000

Email: respinosa@cosb.us

III. Drug-Free Workplace Act of 1990 – (*Subrecipient Handbook, Section 2152*)

The State of California requires that every person or organization subawarded a grant or contract shall certify it will provide a drug-free workplace.

IV. California Environmental Quality Act (CEQA) – (*Subrecipient Handbook, Section 2153*)

The California Environmental Quality Act (CEQA) (*Public Resources Code, Section 21000 et seq.*) requires all Cal OES funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

V. Lobbying – (*Subrecipient Handbook Section 2154*)

Cal OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

VI. Debarment and Suspension – (*Subrecipient Handbook Section 2155*)
(*This applies to federally funded grants only.*)

Cal OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

VII. Proof of Authority from City Council/Governing Board

The above-named organization (Applicant) accepts responsibility for and will comply with the requirement to obtain a signed resolution from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Subaward, including civil court actions for damages, shall be the responsibility of the grant Subrecipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the city council/governing board.

The applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

VIII. Civil Rights Compliance

The Subrecipient complies with all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices and does not use federal financial assistance to engage in explicitly religious activities.

IX. Special Condition for Grant Subaward with Victims of Crime Act (VOCA) Funds

- **Computer Network Requirement:** The recipient understands and agrees that (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
- **Prohibit use of funds for ACORN and its subsidiaries:** Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
- **Text Messaging Policy:** Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and subrecipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
- **Nondiscrimination in programs involving students:** The recipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.
- **Registration with the System for Award Management and Universal Identifier Requirements:** The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The recipient also agrees to comply with applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/sam.htm> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural

person (i.e., unrelated to any business or nonprofit organization that he or she may own or operate in his or her name).

- **VA OCFO Access:** The Grantee authorizes Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, paper or documents related to the VOCA grant. The State will further ensure that all VOCA subgrantees will authorize representatives of OVC and OCFO access to and the right to examine all records, books, paper or documents related to the VOCA grant.
- **Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct:** The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by mail: Office of the Inspector General, U.S. Department of Justice Investigations Division, 950 Pennsylvania Avenue, N.W., Room 4706, Washington, DC 20530; email: oig.hotline@usdoj.gov; hotline: (contact information in English and Spanish): 800-869-4499; or hotline fax: 202-616-9881. Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

All appropriate documentation must be maintained on file by the project and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Subrecipient may be ineligible for subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION

I, the official named below, am the same individual authorized to sign the Subaward [Section 14 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: Julie Roybal

Authorized Official's Typed Name: Julie Roybal

Authorized Official's Title: Program Coordinator

Date Executed: May 17, 2016

Federal Employer ID #: 94-6000530 Federal DUNS # 069115202

Current Central Contractor Registration Expiration Date: 04/12/17

Executed in the City/County of: City of Hollister/County of San Benito

AUTHORIZED BY: *(not applicable to State agencies)*

- ☐ City Financial Officer
☐ City Manager
☐ Governing Board Chair

- ☒ County Financial Officer
☐ County Manager

Signature: Joe Paul Gonzalez

Typed Name: JOE PAUL GONZALEZ

Title: COUNTY AUDITOR

Budget Narrative

Grant funds in the amount of \$141,071 have been allocated to the Personal Services Category of this program's budget. This will off-set the cost of salaries and OASDI contributions For three, 1 FTE position, One half time position and one temporary, part-time: Program Coordinator and two Victim Advocate I positions. These grant funds will be used to provide direct services to victims. Grant funds in the amount of \$11,798 have been allocated to the Operating Expense Category. No grant funds have been allocated in the equipment category.

The VW coordinator has 8 years' experience in this position. However, she has over 24 years' experience as a Victim Advocate II. The Victim Advocates I have 7 months experience. These positions are part-time positions. The qualifications and experience of all staff members meet or exceed the requirements outline in the job descriptions adopted for these positions by Recipient. One of the Victim Advocates I has completed the Advocate Training I and II. The coordinator has completed both the advanced advocate and coordinator's training. In addition, the coordinator has also completed the 40 hour NOVA Community Crisis response Training and The California Coordinator Academy (VWAC).

Providing direct services to victims take priority over all other duties and responsibilities of staff. All staff members are Hispanic. The program coordinator is certified by Recipient to read, write and translate Spanish. The bilingual/biliterate qualifications are essential if we are to achieve the goals and objectives of the program. Consistently each year, this program services Two Hispanic clients to one Anglo client.

The allocation of grant funds in this manner minimizes administrative costs and supports direct services to victims. No grant funds will be used to clerical support. Program volunteers are used to assist with clerical duties.

BUDGET CATEGORY AND LINE ITEM DETAIL

| Subrecipient: County of San Benito | | | | Subaward #: 16 33 0350 | | | |
|---|----------|----------|------------|------------------------|-----|-----|-----------|
| A. Personal Services – Salaries/Employee Benefits | VWAO | VOCA | VOCA MATCH | | | | COST |
| <u>PROGRAM COORDINATOR</u> Range 22.7, Step E Salary of 1.0 FTE to oversee day to day activities of the program and supervise program's responsibilities and activities; and provide mandatory and optional services \$6,074@ 100% x 12 months OESDI/Medicare: \$6,074 x 7.65% Group health, dental, life & AD&D Insurance \$13,200/year x 1.0 FTE Retirement: \$6,074 x 17.99% Workmen's Comp. Insurance | | \$53,821 | \$19,067 | | | | \$72,888 |
| | \$5,576 | | | | | | \$5,576 |
| | \$13,200 | | | | | | \$13,200 |
| | \$13,116 | | | | | | \$13,116 |
| | | \$2,250 | | | | | \$2,250 |
| <u>VICTIM ADVOCATE</u> Salary of one .50 staff person to provide mandatory and optional services \$1,701 x 12 months OESDI/Medicare: \$1,701 x 7.65% Group, health, dental, life & AD&D Retirement: \$20,416 x 17.91 Worker's Comp | | \$20,416 | | | | | \$20,416 |
| | | \$1,562 | | | | | \$1,562 |
| | | | \$2,400 | | | | \$2,400 |
| | | \$3,656 | | | | | \$3,656 |
| | | \$2,250 | | | | | \$2,250 |
| <u>VICTIM ADVOCATE</u> Temporary-Part-time 4 hrs/wk x 52 weeks @ 16.78 per hr. OESDI/Medicare \$3,490 x 7.65% | \$3,370 | \$120 | | | | | \$3,490 |
| | \$267 | | | | | | \$267 |
| Personal Section Totals | \$35,529 | \$84,075 | \$21,467 | \$0 | \$0 | \$0 | \$141,071 |
| PERSONAL SECTION TOTAL | | | | | | | \$141,071 |

BUDGET CATEGORY AND LINE ITEM DETAIL

| Subrecipient: Cpnuty of San Benito | | | | Subaward #: VW 16 33 0350 | | | |
|---|---------|---------|------------|---------------------------|-----|-----|-----------------|
| B. Operating Expenses | VWAO | VOCA | VOCA MATCH | | | | COST |
| <p><u>TRAVEL EXPENSES</u></p> <p>Attendance by Program Coordinator at two CalOES Training Conferences</p> <p>Lodging: \$125/night +tax/4</p> <p>Per Diem: \$46/day x 8 days</p> <p>Mileage: \$1,200 x \$.54</p> <p>Attendance by Advocate to attend Advance Training</p> <p>Training: Lodging, 3 days @ 4104 + Tax/3</p> <p>Per Diem: \$46/3 days</p> <p>Mileage: 350 miles x \$.54</p> <p>Misc. mileage for staff to conduct field visits and transport victims to and from court and the District Attorney's Office: 1,200 miles x \$.54</p> <p><u>COMMUNICATIONS</u></p> <p>Telephone/fax expenses</p> <p>\$75/mo. X 12 months</p> <p><u>DUES</u></p> <p>Annual membership dues for California Crime Victims Assistance Association</p> <p><u>OFFICE SUPPLIES</u></p> <p>\$200/mo. X 12 months</p> <p><u>PRINTING</u></p> <p>3,800 VW brochures @\$1.268 + Tax</p> <p><u>POSTAGE</u></p> <p>\$100/mo. X 12 months</p> <p>De minimis</p> <p>10%of 102,181 (MTDA)=10,218 x 4% =\$4087 MTDC</p> <p>Modified Total Direct Cost</p> <p>Use of 4% for Executive Director Salary, utilities, storage, and advertising</p> | | | | | | | |
| | | \$500 | | | | | \$500 |
| | \$94 | \$90 | | | | | \$184 |
| | \$402 | | \$246 | | | | \$648 |
| | | \$312 | | | | | \$312 |
| | | \$138 | | | | | \$138 |
| | | \$189 | | | | | \$189 |
| | | \$648 | | | | | \$648 |
| | | \$900 | | | | | \$900 |
| | \$125 | | | | | | \$125 |
| | \$2,400 | | | | | | \$2,400 |
| | \$467 | | | | | | \$467 |
| | \$1,200 | | | | | | \$1,200 |
| | \$4,087 | | | | | | \$4,087 |
| Operating Section Totals | \$8,775 | \$2,777 | \$246 | \$0 | \$0 | \$0 | \$11,798 |
| OPERATING SECTION TOTAL | | | | | | | \$11,798 |

BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

Project Narrative

A. Description of the County of San Benito:

San Benito County covers approximately 1396 square miles ranging in elevation from near sea level to over 5,000 feet. San Benito County has a population of approximately 57,784 and is bordered to the north by Santa Clara and Santa Cruz Counties, by Merced and Fresno Counties to the east and by Monterey County to the south and west. Hollister, the county seat, is approximately 50 miles south of San Jose, 45 miles inland from Monterey and 300 miles north of Los Angeles. The County, although still considered largely rural, is now also suburban in some areas due to a significant increase in home construction in the last ten years. The racial makeup of the county is 37.8% White, 56.9% Hispanic and 5.3% other. San Benito County includes the incorporated cities of Hollister and San Juan Bautista and the unincorporated town of Aromas, Paicines, Tres Pinos and New Idria (abandoned).

B. Problem Statement:

The county seat is Hollister, which is two-thirds of the county's population. Hollister continues to grow. This growth has had a major impact on law enforcement. Historically, the number of law enforcement officers on patrol in this service area has remained one of the lowest in the state per capita. A shortage of manpower has resulted in increased incidents of crimes not being investigated. The Hollister Police Department continues to struggle with a backlog of cases to investigate. Because of the manpower shortage, investigators have even had to fill in on patrol. In addition, all law enforcement agencies have shifted focus to quell the rising incidents of gang violence problems specific to San Benito County. As a result, all crime victims in this service area continue to be adversely affected by the system's overload.

Since its inception in 1982, this center has become a viable, and credible, resource to the community; not only to victims of crime, but to the entire criminal justice system as well. A comprehensive service center is essential to this area. Law enforcement personnel and criminal justice agencies do not have the time or the manpower to assist victims facing the aftermath of crime, or to guide them through the criminal justice system, or to help them look for the special services they may require in order to recover. Both the individual and the community suffer a personal or financial loss, physical and/or emotional trauma. Likewise, each member of a victim's immediate family is similarly affected. The community loses a sense of security and trust. Currently, there is only one non-profit organization providing limited services to this service area to sexual assault victims. Project staff has provided services to over 500 new crime victims and their immediate family members each year for the past several years. Only by receiving this funding from California Governor's Office of Emergency Services (Cal OES).

C. Plan and Implementation:

San Benito VW is centrally located in Hollister, the county seat, from which services are proved to victims of crime countywide. The goals, objectives and activities of San Benito County VW are consistent with the legislative intent and mandatory and optional services delineated in Penal Code 13835.5 et seq and outlined in the Victim/Witness Program Guidelines. San Benito County VW serves all types of crime victims although priority is given to victims of violent crime, domestic violence victims, child victims and elderly/dependent adult victims. Services are available to victims in cases where there are no identified suspects and/or no pending criminal case, although the scope of services is limited in the absence of a criminal case. VW staff is available during normal business hours to respond to crime scenes, law enforcement agencies and other location upon request. The VW Director is available after hours for homicide response upon law enforcement request. All Victim/Witness crisis and support services are

provided based on a “menu” of services provided by all V/W programs, the identified needs of the victim(s) and the specific circumstances surrounding the case.

V/W works closely with the domestic violence shelter, rape crisis center, and Social Services’ child and adult services to minimize duplication of efforts and maximize services.

Staff has working relationships with the personnel of the Hollister Police Departments and San Benito County sheriff, the two main law enforcement agencies in the county. At least 80% of program referrals come from these two agencies. A supply of preprinted cards, in English and Spanish, outlining program services, is provided to all law enforcement personnel. The officers carry these cards to distribute to victims at the time they respond to a call. These cards refer victims to this center for services. The California Highway Patrol (housed out of this county) also utilizes a preprinted form on which officers designate the nearest center for assistance. Often officers refer individuals deemed by them to be “at risk” of becoming victimized to the center in order

to discuss options available to them to reduce that risk. As a division of the District Attorney’s Office V/W has access to crime reports submitted by local law enforcement to the DA for filing/charging review and then screens those for victim information. The remainders of our referrals come from social services, probation, behavioral health, and county health department, the courts, school counselors, local physicians, psychotherapists, Emmaus House Domestic Violence Shelter, Community solutions and attorneys. V/W regularly monitors local media reports to keep abreast of new crimes as they occur. In crimes involving serious injury or incidents involving a fatality that may develop into a criminal case, this V/W will reach out to victims while the case is still under investigation by law enforcement to offer information and support. We also receive several “word-of-of mouth” clients each year, along with previous clients with new problems.

Staff is capable of providing legislated special services to victims who are hearing impaired, disabled and/or elderly. The center has access to a list of teachers currently employed by the County Office of Education, who know sign language. An added plus is that these teachers have experience working with the developmentally disabled. If needed, center staff may call on one of these teachers for assistance in assessing a victim's needs. No psychotherapists with sign language capabilities are practicing in this service area. However, staff is prepared to refer clients out of the area to therapist with sign language capabilities.

The center is easily accessible to both victims and other agencies and service providers. The office is handicap accessible. Bus service, which is wheelchair accessible, has a bus stop within half a block. A free parking garage is located on the next block from the center, if parking cannot be found on the street or in the parking lot behind the office. However, if a victim is not capable of coming to the center, staff will conduct a field visit to the victim to assess his/her needs.

Although the majority of contacts with victims is by phone, advocates also make field visits to victims' home, hospitals, law enforcement agencies and other locations as needed.

Additionally, advocates have in-person contact with victims at the V/W office or the courthouse regarding services, including the preparation of Victim Compensation (Cal VCP) claims and to prepare for court and attend proceedings. The Elder Abuse Multidisciplinary Team has been disbanded due to lack of staff at Adult Protective Services. However, staff maintains a working relationship with fellow members of that team. In addition, the senior citizen's center is no more than one block away from the center.

Due to the close working relationship of V/W advocates and assigned prosecutors, advocate frequently arrange pre-trial interview for the deputy district attorneys and provide support for

victims during interviews as well as standardized court support during hearing. After the conclusion of the criminal case, advocates often have continuing contact with victims, especially if there is a pending victim compensation claim, restitution order or if the defendant is sentenced to prison. For cases involving state prison and the state juvenile justice system, advocates provide victims with information regarding their rights to information and notification.

Within 24 hours of a referral to V/W, staff will make contact with a victim to assess his/her needs. Contact is usually attempted immediately upon receiving the referral. Subsequent contact with the victim depends on many factors, but most victims are contacted numerous times over the course of a pending criminal case. Some victims of domestic violence and sexual assault are referred to the local women's shelter or the rape crisis center if there is no pending criminal case and their needs are best served by those community-based agencies. When there is a pending criminal case, V/W staff will work in partnership with prosecutors and other community agencies and groups to provide an array of crisis and support services.

As a criminal-justice based victim service agency, V/W focuses on services related to criminal cases, such as criminal justice orientation, case status update, providing advocate support during district attorney and investigator interviews, court accompaniment and sentencing support/assistance. Other victim needs, such as temporary housing and direct counseling may be best provided by other community agencies and groups. Existing Operational Agreements (OA's) with victim service agencies, first responders and other providers are used to define and clarify working relationships. V/W works to foster ongoing collaborations and a victim-focused approach with all partner agencies. Staff member attends the Child Abuse Response Team interviews whenever possible to provide services to victims and any family member having to wait during the interview. Staff also participates on the domestic violence coordinating

committee of criminal justice agencies and other interested parties, which meets every other month to discuss service delivery problems.

VW maintains a small Victims' Emergency Fund (created with donations from local organizations and individuals), which is used to provide financial intervention in response to a victim's immediate, basic need(s). Once a victim's initial needs are met, staff will continue to monitor the victim's physical and/or emotional needs and provide peer counseling regarding all of the problems that arise in the aftermath of a crime. The provision of services by staff is determined by the relative seriousness of the crime, the need(s) of the victim, and that victim's particular capabilities. The needs of a victim will outweigh the seriousness of a crime, unless it is necessary to prioritize the provision of services at that specific point in time.

VW has been actively using volunteers since 1990. VW has placed notices in the local newspapers and community college bulletin boards requesting volunteers. In addition, VW has a continual listing with the Retired Seniors Volunteer Program (RSVP) for clerical/reception assistance. All prospective volunteers must complete a detailed 3-page application form and then be interviewed by the program coordinator. A background check is completed on each new volunteer by an investigator in the district attorney's office. Volunteers are fingerprinted by San Benito county Sheriff's Office, free of charge.

Volunteers are supervised by the program coordinator and the Victim Advocate. Time sheets are maintained documenting the date, hours and duties performed by each volunteer. The program coordinator has provided formal training session to the volunteers and each volunteer has been given a binder with program information and materials. The most important function which volunteers have provided is general clerical assistance, since VW has never had any clerical support to assist in this way.

Subrecipient: COUNTY OF SAN BENITO Subaward #: VW 16 33 0350

VW has been working with the county One Stop Center in successfully recruiting volunteers through their agency.

PROJECT SUMMARY

1. Subaward #: V/W16 33 0350

2. PROJECT TITLE VICTIM/WITNES ASSISTANCE PROGRAM

3. PERFORMANCE PERIOD

07/01/2016 to 06/30/2017

4. SUBRECIPIENT

Name: COUNTY OF SAN BENITO Phone: (831)636-4000
Address: 481 4TH ST., 1ST Floor Fax #: (831) 636-4010
City: HOLLISTER, CA Zip: 95023-3801

5. GRANT AMOUNT

(this is the same amount as 12G of the Grant Subaward Face Sheet)

\$ 152,869

6. IMPLEMENTING AGENCY

Name: DISTRICT ATTORNEY'S OFFICE Phone: (831)636-4120 Fax #: (831)636-4126
Address: 419 Fourth Street City: Hollister Zip: 95023

7. PROGRAM DESCRIPTION

This center was started in 1982. For the past 32 years, it has been providing direct services to victims of all types of crime. The project staff has one full-time staff member, who has 32 years experience as a victim advocate, and two part-time victim advocates. Along with assistance from volunteers, staff will be available to provide all mandatory and several optional services, pursuant to program guidelines, to crime victims and their family members in an empathetic, culturally sensitive and caring manner. The center is conveniently located within the District Attorney's office, just across the parking lot from the county courthouse, and readily accessible to all segments of the community.

8. PROBLEM STATEMENT

Both the individual and the community suffer when a person falls victim to a crime. The victim suffers a personal or financial loss, physical injury and/or emotional trauma. Likewise, each member of a victim's family is similarly affected. The community loses its sense of security and trust. The criminal justice system is not equipped to meet the immediate and on-going needs of a victim after a crime occurs. In order to reduce trauma and facilitate a faster and more complete recovery from the effects of crime for victims and their families, a comprehensive victim service center, with trained and caring staff, is needed in this community.

9. OBJECTIVES

This center proposes to provide direct services to at least 500 new victims and make at least 500 continuing contacts with those victims during this fiscal year. The majority of contacts will be made at the center or by telephone. However, field visits will be conducted when deemed necessary or appropriate. Priority of services will be given to clients based on the client's trauma-response needs, the capabilities of the client, and to victims serving as witnesses. The center's goal is to provide a comprehensive range of services to anyone requesting assistance. This will require on-going cooperation and coordination with law enforcement agencies and other service providers

10. ACTIVITIES

Based on priority of services as aforementioned, this center will continue to offer and provide all mandatory and several optional services. Coordination of services will be accomplished by continuing to network and cooperate with other agencies and service providers. Presentations will be made upon request or as time allows. The provision of direct services takes priority. However, the coordination of services from other service providers will prevent duplication of assistance and allow staff to assist more victims of other crime types.

11. EVALUATION (if applicable)

The project coordinator will meet and confer with staff and volunteers on a quarterly basis to evaluate performance of center activities. The documentation of service objectives required by Cal OES, as well as other data collected by the center, will be used to determine effectiveness of activities and the need for modifying the provision of services to better serve center clients.

12. NUMBER OF CLIENTS

(if applicable)

500

13. PROJECT BUDGET

(these are the same amounts as on Budget Pages)

| | Personal Services | Operating Expenses | Equipment | TOTAL |
|----------------|--------------------------|---------------------------|------------------|--------------|
| | \$141,071 | \$11,798 | | \$152,869 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| Totals: | \$141,071 | \$11,798 | \$0 | \$152,869 |

OTHER FUNDING SOURCES

Complete this form to report the total funds available to support the activities related to accomplishing the goals and objectives of the Grant Subaward. In the "Grant Funds" column, report the Cal OES funds requested by category. In the "Other Funds" column, report all other funds available to support the project by category and then calculate the totals by category in the "Program Total" column. Total each column to arrive at the total program funds available.

| OTHER FUNDING SOURCES (Enter numbers without \$ or decimal points.) | | | |
|--|---|--------------------|----------------------|
| BUDGET CATEGORY | GRANT FUNDS <i>(Use only the grant funds identified in the preceding budget pages.)</i> | OTHER FUNDS | PROGRAM TOTAL |
| Personal Services | 141,071 | | \$141,071 |
| Operating Expenses | 11,798 | | \$11,798 |
| Equipment | | | \$0 |
| TOTAL | \$152,869 | \$0 | \$152,869 |

Operational Agreements (OA) Summary Form

| List of Agencies/Organizations/Individuals | | Date OA Signed (xx/xx/xxxx) | Dates of OA From: 07/01/15 To: 06/30/18 | | |
|--|---|--------------------------------|--|----|----------|
| 1. | San Benito County Sheriff | 04/30/15 | 07/01/15 | to | 06/30/18 |
| 2. | Hollister Police Department | 04/30/15 | 07/01/15 | to | 06/30/18 |
| 3. | San Benito County Probation | 04/30/15 | 07/01/15 | to | 06/30/18 |
| 4. | San Benito County Social Services (CPS & APS) | 04/30/15 | 07/01/15 | to | 06/30/18 |
| 5. | Community Solutions | 05/30/15 | 07/01/15 | to | 06/30/18 |
| 6. | Emmaus House | 04/30/15 | 07/01/15 | to | 06/30/18 |
| 7. | | | | to | |
| 8. | | | | to | |
| 9. | | | | to | |
| 10. | | | | to | |
| 11. | | | | to | |
| 12. | | | | to | |
| 13. | | | | to | |
| 14. | | | | to | |
| 15. | | | | to | |
| 16. | | | | to | |
| 17. | | | | to | |
| 18. | | | | to | |
| 19. | | | | to | |
| 20. | | | | to | |

Use additional pages if necessary.



San Benito County
VICTIM/WITNESS
ASSISTANCE CENTER

419 Fourth Street
Hollister, CA 95023 • (831) 634-1397

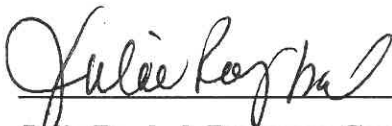
OPERATIONAL AGREEMENT


This Operational Agreement (OA) stands as evidence that the San Benito County Victim/Witness Assistance Center and Emmaus House, a shelter to battered women, intend to work together toward the mutual goal of providing maximum available assistance to crime victims residing in San Benito County. Both agencies are committed to advancing the rights of victims and enabling victims of crime to receive the levels of support services deemed necessary or appropriate by either agency's staff.

To this end, each agency agrees to coordinate or provide the following:

- **Staff from each agency will be readily available to provide direct services and coordinate activities to avoid duplication of efforts.**
- **Provide mutual referrals for needed services offered by the respective agencies.**
- **Provide cross-training to enable staff of each agency to better understand services and goals of the other.**
- **Meet, as needed, to discuss strategies, resolve any obstacles to inter-agency effectiveness, and refine working relationships.**

We the undersigned, as authorized representatives of the San Benito County Victim/Witness Assistance Center and Emmaus House, do hereby approve this agreement.


**Julie Roybal, Program Coordinator
Victim/Witness Assistance Center
FY 15/16, 16/17, 17/18**


**Patrice Kuerschner, Executive Director
Emmaus House
FY 15/16, 16/17, 17/18**



San Benito County
VICTIM/WITNESS
ASSISTANCE CENTER

419 Fourth Street
Hollister, CA 95023 • (831) 634-1397

OPERATIONAL AGREEMENT

This Operational Agreement (OA) stands as evidence that the San Benito County Victim/Witness Assistance Center and San Benito County Health & Human Service Agency's Department of Social Services (CPS and APS), intend to work together toward the mutual goal of providing maximum available assistance to crime victims residing in San Benito County. Both agencies are committed to advancing the rights of victims and enabling victims of crime to receive the levels of support services deemed necessary or appropriate by either agency's staff.

To this end, each agency agrees to coordinate or provide the following:

- Staff from each agency will be readily available to answer any questions regarding case referrals or existing cases, provide necessary information for the purpose of completing Victim of Crime Program applications. In addition, social workers agree to coordinate with V/W staff in obtaining services for child victims involved in the criminal justice system.
- Provide mutual referrals for needed services offered by the respective agencies.
- Provide cross-training to enable staff of each agency to better understand services and goals of the other.
- Work collaboratively through the San Benito County Domestic Violence Council to address service barriers to victims of domestic violence.

We the undersigned, as authorized representatives of the San Benito County Victim/Witness Assistance Center and San Benito County Health & Human Services Agency's Dept. of Social Services (CPS & APS) do hereby approve this agreement.

Julie Roybal, Program Coordinator
Victim/Witness Assistance Center
FY 15/16, 16/17, 17/18

James Rydingsword, Director
Health & HSA
FY 15/16, 16/17, 17/18



**San Benito County
VICTIM/WITNESS
ASSISTANCE CENTER**

419 Fourth Street
Hollister, CA 95023 • (831) 634-1397

OPERATIONAL AGREEMENT

This Operational Agreement (OA) stands as evidence that the San Benito County Victim/Witness Assistance Center and The Hollister Police Department, intend to work together toward the mutual goal of providing maximum available assistance to crime victims residing in San Benito County. Both agencies are committed to advancing the rights of victims and enabling victims of crime to receive the levels of support services deemed necessary or appropriate by either agency's staff.

To this end, each agency agrees to coordinate or provide the following:

- **Staff from each agency will be readily available to provide direct services and coordinate activities to avoid duplication of efforts.**
- **Provide mutual referrals for needed services offered by the respective agencies.**
- **Provide cross-training to enable staff of each agency to better understand services and goals of the other.**
- **Meet, as needed, to discuss strategies, resolve any obstacles to inter-agency effectiveness, and refine working relationships.**

We the undersigned, as authorized representatives of the San Benito County Victim/Witness Assistance Center and The Hollister Police Department, do hereby approve this agreement.

**Julie Roybal, Program Coordinator
Victim/Witness Assistance Center
FY 15/16, 16/17, 17/18**

**David Westrick
Chief of Police
FY 15/16, 16/17, 17/18**



San Benito County
**VICTIM/WITNESS
ASSISTANCE CENTER**

419 Fourth Street
Hollister, CA 95023 • (831) 634-1397

OPERATIONAL AGREEMENT

This Operational Agreement (OA) stands as evidence that the San Benito County Victim/Witness Assistance Center and San Benito County Probation Department, intend to work together toward the mutual goal of providing maximum available assistance to crime victims residing in San Benito County. Both agencies are committed to advancing the rights of victims and enabling victims of crime to receive the levels of support services deemed necessary or appropriate by either agency's staff.

To this end, each agency agrees to coordinate or provide the following:

- **Staff from each agency will be readily available to answer any questions regarding case referrals or existing cases, impact statements and restitution requests.**
- **Provide mutual referrals for needed services offered by the respective agencies.**
- **Provide cross-training to enable staff of each agency to better understand services and goals of the other.**
- **Work collaboratively through the San Benito County Domestic Violence Council to address service barriers to victims of domestic violence.**

We the undersigned, as authorized representatives of the San Benito County Victim/Witness Assistance Center and San Benito County Probation Department, do hereby approve this agreement.

**Julie Roybal, Program Coordinator
Victim/Witness Assistance Center
FY 15/16, 16/17, 17/18**

**R. Ted Baraan
Chief Probation Officer
FY 15/16, 16/17, 17/18**



San Benito County
VICTIM/WITNESS
ASSISTANCE CENTER

419 Fourth Street
Hollister, CA 95023 • (831) 634-1397

OPERATIONAL AGREEMENT

This Operational Agreement (OA) stands as evidence that the San Benito County Victim/Witness Assistance Center and Community Solutions, intend to work together toward the mutual goal of providing maximum available assistance to crime victims residing in San Benito County. Both agencies are committed to advancing the rights of victims and enabling victims of crime to receive the levels of support services deemed necessary or appropriate by either agency's staff.

To this end, each agency agrees to coordinate or provide the following:

- **Staff from each agency will be readily available to provide direct services and coordinate activities to avoid duplication of efforts.**
- **Provide mutual referrals for needed services offered by the respective agencies.**
- **Provide cross-training to enable staff of each agency to better understand services and goals of the other.**
- **Meet, as needed, to discuss strategies, resolve any obstacles to inter-agency effectiveness, and refine working relationships.**

We the undersigned, as authorized representatives of the San Benito County Victim/Witness Assistance Center and Community Solutions, do hereby approve this agreement.

**Julie Roybal, Program Coordinator
Victim/Witness Assistance Center
FY 15/16, 16/17, 17/18**

**Erin O'Brien, CEO/President
Community Solutions
FY 15/16, 16/17, 17/18**



San Benito County
VICTIM/WITNESS
ASSISTANCE CENTER

1131 SAN FELIPE ROAD
HOLLISTER, CA 95023 • (831) 634-1397

OPERATIONAL AGREEMENT

This Operational Agreement (OA) stands as evidence that the San Benito County Victim/Witness Assistance Center and San Benito County Sheriff's Office, intend to work together toward the mutual goal of providing maximum available assistance to crime victims residing in San Benito County. Both agencies are committed to advancing the rights of victims and enabling victims of crime to receive the levels of support services deemed necessary or appropriate by either agency's staff.

To this end, each agency agrees to coordinate or provide the following:

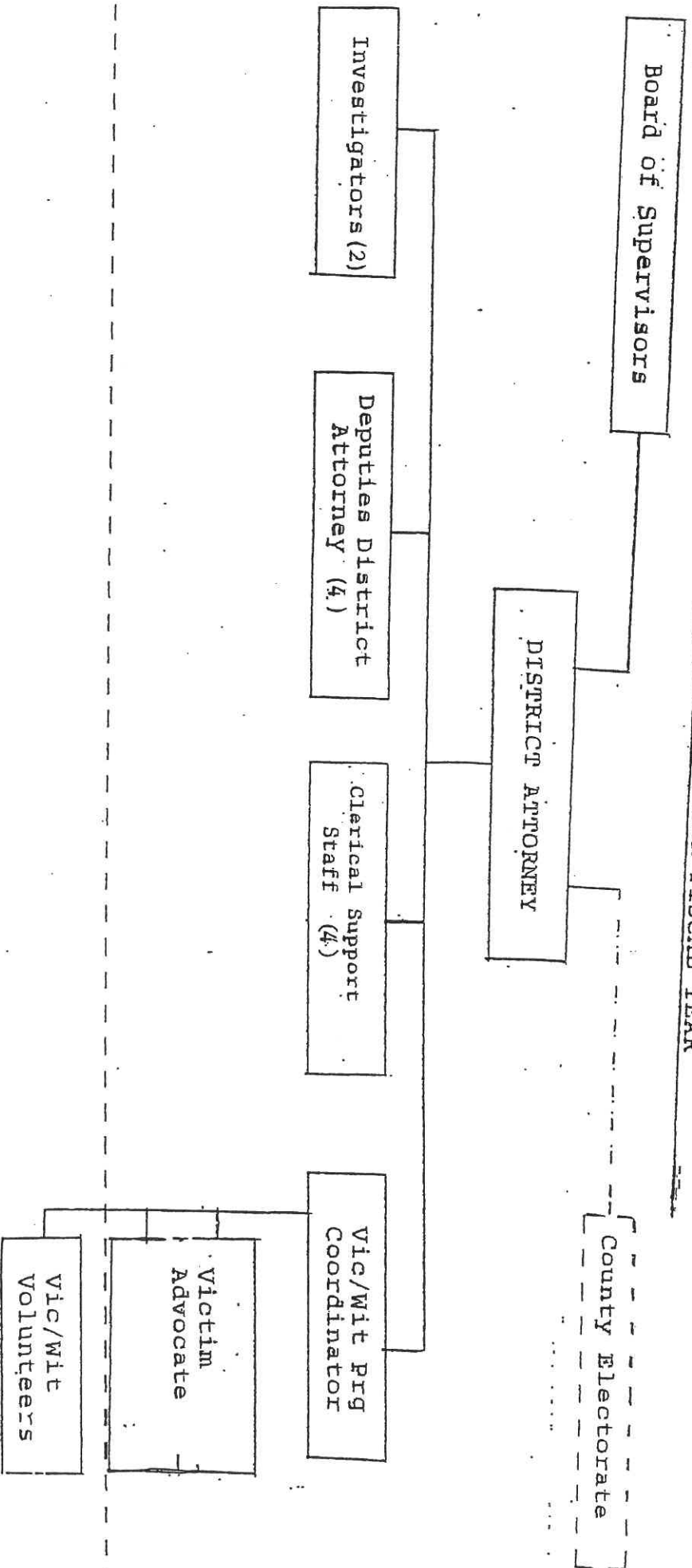
- **Staff from each agency will be readily available to answer any questions regarding case referrals or existing cases.**
- **Provide mutual referrals for needed services offered by the respective agencies.**
- **Provide cross-training to enable staff of each agency to better understand services and goals of the other.**
- **Work collaboratively through the San Benito County Domestic Violence Council to address service barriers to victims of domestic violence.**

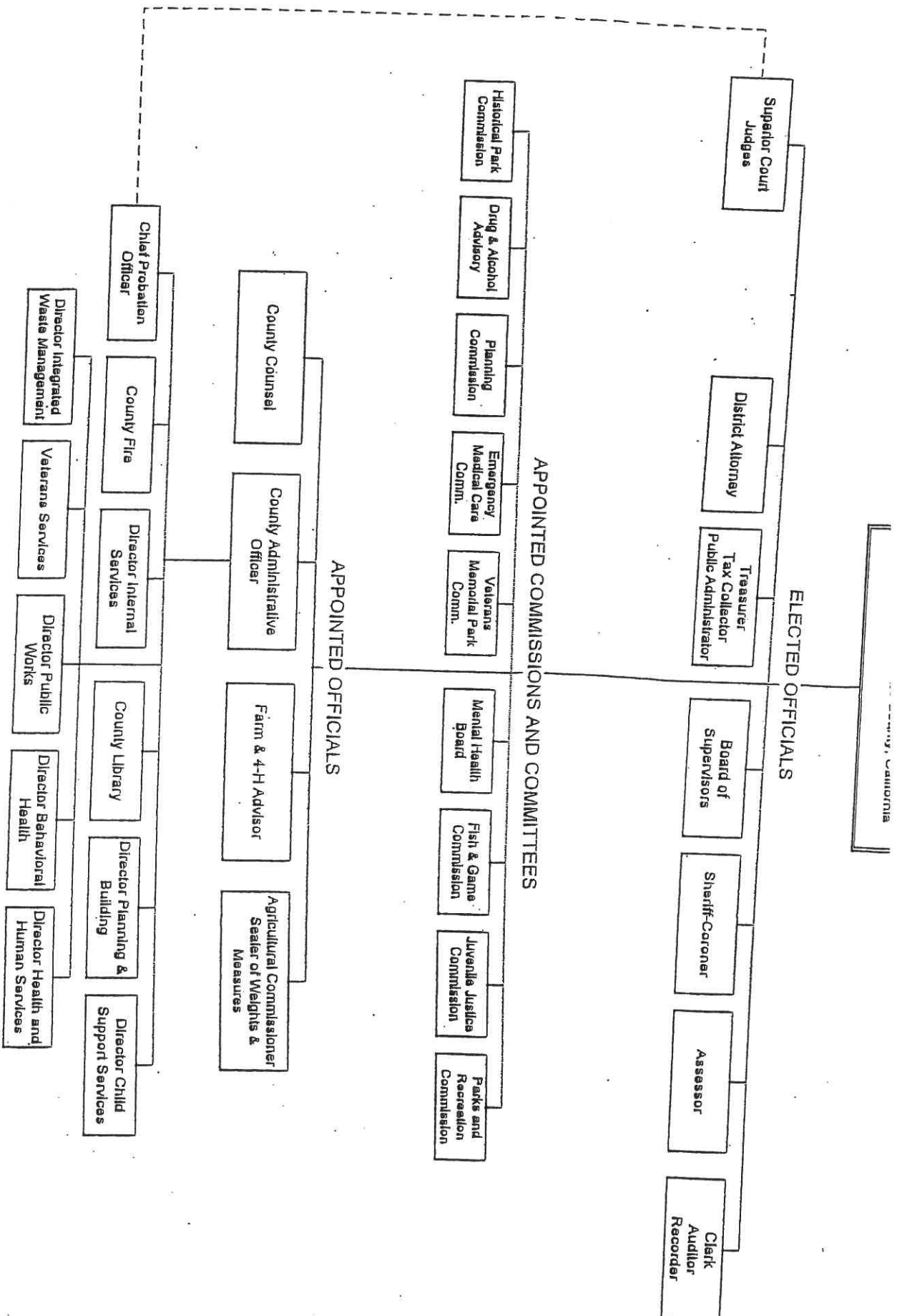
We the undersigned, as authorized representatives of the San Benito County Victim/Witness Assistance Center and San Benito County Sheriff's Office, do hereby approve this agreement.

**Julie Roybal, Program Coordinator
Victim/Witness Assistance Center
FY 15/16, 16/17, 17/18**

**Darren Thompson
Sheriff/Coroner
FY 15/16, 16/17, 17/18**

SAN BENITO COUNTY
VICTIM/WITNESS ASSISTANCE PROGRAM
ORGANIZATIONAL CHART FOR FISCAL YEAR





PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.

San Benito

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

SEVENTEETH (17th)

100 W. Alisal Street
Salinas, CA 93901

3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

TWENTY-EIGHTH (28th)

2105 South Bascom Avenue, Suite 160
Campbell, CA 95008

4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.

TWELTH (12)

369 Main Street
Salinas, CA 93901

5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.

58,016 (CA DEPT. OF FINANCE 01/01/09 ESTIMATE)



COUNTY OF SAN BENITO
Revision Date: Jul 16, 2008

Victim-Witness Program Coordinator

Class Code:
M2

Bargaining Unit: Management

SALARY RANGE

\$25.90 - \$33.07 Hourly
\$2,072.31 - \$2,645.54 Biweekly
\$4,490.00 - \$5,732.00 Monthly
\$53,880.00 - \$68,784.00 Annually

DEFINITION: DEFINITION

Under general direction, to plan, organize, and supervise the work of staff assigned to provide Victim/Witness services in the County District Attorney's Office; to develop community resources for Victim/Witness Program; to represent the Victim/Witness Program with community organizations and agencies; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position class responsible for directing the day-to-day operations of the Victim/Witness Program. Overall program direction and policies are provided by the District Attorney. The position's primary emphasis is on staff supervision, development of community resources, and program administration. The incumbent also provides individual services to victims and witnesses.

REPORTS TO

District Attorney

CLASSIFICATIONS SUPERVISED

Victim/Witness Advocate I, II and Volunteer Workers.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; may occasionally work outside; continuous contact with other staff and the public.

EXAMPLES OF DUTIES:

(The following is used as a partial description and is not restrictive as to duties required.)

- Plans, organizes, coordinates, and oversees the Victim/Witness Program
- Ensures that legislative mandates are achieved
- Works with the District Attorney in the development of policies and guidelines
- Supervises Victim/Witness Program personnel
- Evaluates training needs and plans training activities
- Works with community organizations to develop resources and appropriate referral services for victims and witnesses
- Develops methods for explaining and promoting services
- Maintains liaison with law enforcement agencies
- Provides professional and technical consultation on program matters
- Has responsibility for the development and monitoring of grant monies
- Ensures proper expenditure controls
- Provides individual services to victims and witnesses of crimes
- Assesses victim and witnesses needs and provides referrals to support agencies for further assistance
- Performs a variety of Victim/Witness administration and support functions

TYPICAL QUALIFICATIONS- TRAINING & EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two years of progressively responsible work experience in dealing with victims and witnesses of crimes, or within the criminal justice system.

Advanced training in social or behavioral science, criminology, or public administration is desirable.

KNOWLEDGE OF/ABILITY TO:

Knowledge of:

- Rules and regulations governing victim/witness services and programs.
- Functions of public law enforcement agencies and the criminal justice system.
- Principles of providing assistance to victims and witnesses of crimes.
- Client problems requiring referral to other organizations and support services.
- Interviewing and record keeping techniques.
- Community needs for victim/witness services.
- Program development, monitoring, and evaluation.
- Public personnel administration.
- Principles of supervision, training, and staff development.

Ability to:

- Plan, organize, and direct the functions of the Victim/Witness Program.
- Analyze case problems, evaluate the effectiveness of staff efforts, and provide consultation to staff in solving problems.
- Interview people, identify needs, and make appropriate referrals.
- Analyze and interpret laws and regulations related to Victim/Witness services.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Communicate with others from diverse socio-economic and cultural backgrounds.
- Elicit factual information from applicants and recipients in difficult circumstances of deprivation or emotional disturbance.
- Develop community referral resources for the Victim/Witness Program.
- Effectively represent the Victim/Witness Program in contacts with service providers, the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.

SPECIAL REQUIREMENTS:

Possession of, or ability to obtain, an appropriate valid California Driver's License.



COUNTY OF SAN BENITO
Revision Date: Jul 16, 2008

Victim-Witness Advocate I

Class Code:
G

Bargaining Unit: General

SALARY RANGE

\$16.77 - \$21.41 Hourly
\$1,341.69 - \$1,712.77 Biweekly
\$2,907.00 - \$3,711.00 Monthly
\$34,884.00 - \$44,532.00 Annually

DEFINITION: DEFINITION

Under supervision, to provide a variety of services to victims and witnesses of crimes in accordance with the Victim/Witness Program in the County District Attorney's Office; to learn to interview victims and witnesses, assessing needs and making referrals; to assist with the development of community resources for victim/witness assistance; to represent the Victim/Witness Program with community organizations and agencies; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Victim/Witness Advocate class series. Incumbents learn and perform a variety of basic victim/witness and program support services for the Victim/Witness Program. This class is distinguished from the Victim/Witness Advocate II in that incumbents perform a lesser scope of assignments which do not require the same level of knowledge of the Victim/Witness Program. When an incumbent becomes familiar with department and the Victim/Witness Program policies and demonstrates good sustained work performance, they may be promoted to the Victim/Witness Advocate II level.

REPORTS TO

Victim/Witness Program Coordinator

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; may occasionally work outside; continuous contact with other staff and the public.

EXAMPLES OF DUTIES:

(The following is used as a partial description and is not restrictive as to duties required.)

Learns to interview victims and witnesses of crimes, advising them of restitution rights and the availability of services
 Learns to assess client's needs and make referrals to appropriate community resources and organizations
 Keeps program clients aware of the status and disposition of cases Provides transportation for persons unable to get to court
 Explains program procedures, policies, and services
 Learns to work with community organizations to develop resources and appropriate referral services for victims and witnesses
 Learns to make presentations as necessary
 Maintains liaison with law enforcement agencies
 May provide some basic counseling and crisis intervention support for Program clients
 Maintains program records and enters data into a computer system performs a variety of Victim/Witness Program administrative and support functions.
 Other duties as assigned.

TYPICAL QUALIFICATIONS- TRAINING & EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Previous responsible work experience in a social service/public assistance, criminal justice, or law enforcement agency.

Advanced training in social or behavioral science, criminology, or public administration is desirable.

KNOWLEDGE OF/ABILITY TO:

Knowledge of:

Basic knowledge of rules and regulations governing victim/witness services and programs.

Basic knowledge of the functions of public law enforcement agencies and the criminal justice system.
 Interviewing and record keeping techniques.

Ability to:

Learn to provide a variety of client and program support services for the Victim/Witness Program.

Learn to interview people, identify needs, and make appropriate referrals.

Learn to analyze and interpret laws and regulations related to victim/witness services.

Gather, organize, analyze, and present a variety of data and information.

Prepare, clear, concise and accurate records and reports.

Communicate with others from diverse socio-economic and cultural backgrounds.

Elicit factual information from applicants and recipients in difficult circumstances of deprivation or emotional disturbance.

Assist with development of community referral resources for the Victim/Witness Program.

Learn to effectively represent the Victim/Witness Program in contacts with service providers, the public, community organizations, and other government agencies.

Establish and maintain cooperative working relationships.

SPECIAL REQUIREMENTS:

Possession of, or ability to obtain, an appropriate valid California Driver's License.
 and

Bilingual/Biliterate in Spanish preferred



COUNTY OF SAN BENITO
Revision Date: Jul 16, 2008

Victim-Witness Advocate II

Class Code:
G

Bargaining Unit: General

SALARY RANGE

\$18.40 - \$23.49 Hourly
\$1,471.85 - \$1,879.38 Biweekly
\$3,189.00 - \$4,072.00 Monthly
\$38,268.00 - \$48,864.00 Annually

DEFINITION: DEFINITION

Under general supervision, to provide a variety of services to victims and witnesses of crimes in accordance with the Victim/Witness Program in the County District Attorney's Office; to interview victims and witnesses, assessing needs and making referrals; to assist with the development of community resources for Victim/Witness assistance; to represent the Victim/Witness Program with community organizations and agencies; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the second working level in the Victim/Witness Advocate class series. Incumbents have responsibility for performing a variety of victim/witness and program support services for the Victim/Witness Program. This class is distinguished from the Victim/Witness Advocate I by requiring comprehensive knowledge of program services and policies.

REPORTS TO

Victim/Witness Program Coordinator

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; may occasionally work outside; continuous contact with other staff and the public.

EXAMPLES OF DUTIES:

(The following is used as a partial description and is not restrictive as to duties required.)

Interviews victims and witnesses of crimes, advising them of restitution rights and the availability of services
 Assesses needs and makes referrals to appropriate community resources and organizations
 Keeps program clients aware of the status and disposition of cases
 Provides transportation for persons unable to get to court
 Explains program procedures, policies, and services
 Works with community organizations to develop resources and appropriate referral services for victims and witnesses
 Makes presentations as necessary
 Maintains liaison with law enforcement agencies
 Provides basic counseling and crisis intervention support for Program clients
 Maintains program records and enters data into a computer system
 Performs a variety of Victim/Witness administrative and support functions
 Other duties as assigned

TYPICAL QUALIFICATIONS- TRAINING & EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One year of responsible work experience in dealing with victims and witness of crimes, or performing criminal justice work comparable to that of a Victim/Witness Advocate I with San Benito County.

Advanced training in social or behavioral science, criminology, or public administration is desirable.

KNOWLEDGE OF/ABILITY TO:

Knowledge of:

Rules and regulations governing victim/witness services and programs.
 Functions of public law enforcement agencies and the criminal justice system.
 Principles of providing assistance to victims and witnesses of crimes.
 Client problems requiring referral to other organizations and support services.
 Interviewing and record keeping.

Ability to:

Provide a variety of client and program support services for the Victim/Witness Program.
 Interview people, identify needs, and make appropriate referrals.
 Analyze and interpret laws and regulations related to victim/witness services.
 Gather, organize, analyze, and present a variety of data and information.
 Prepare, clear, concise and accurate records and reports.
 Communicate with others from diverse socio-economic and cultural backgrounds.
 Elicit factual information from applicants and recipients in difficult circumstances of deprivation or emotional disturbance.
 Assist with development of community referral resources for the Victim/Witness Program.
 Effectively represent the Victim/Witness Program in contacts with service providers, the public, community organizations, and other government agencies.
 Establish and maintain cooperative working relationships.

SPECIAL REQUIREMENTS:

Possession of, or ability to obtain, an appropriate valid California Driver's License