

VICTIM ADVOCATE

SPECIFIC DUTIES AND RESPONSIBILITIES:

Work involves contacting victims and witnesses of crimes to see that their needs are met until they are able to testify in court. A volunteer in this unit exercises considerable independence in the performance of duties and receives guidance on new or complex issues from a supervisor. The duties of the Victim Advocate include, but are not necessarily limited to:

1. Perform outreach by making phone calls to victims and assessing their needs. Inform them of court dates and other important information.
2. Help individual victims through the legal process.
3. Escort victims to court.
4. Update files.

QUALIFICATIONS:

The criteria for selection as a Victim Advocate is as follows:

- A. Must be 19 years of age or older, a U.S. citizen and pass a criminal history check.
- B. Must serve without pay or reimbursement for expenses.
- C. Must successfully complete on-the-job training as required by the Omaha Police Department.
- D. Must have a laminated photo identification card, as approved by the Chief of Police.
- E. Must have a completed application on file.

TRAINING:

On-the-job training will expose the volunteer to topics such as human relations and communication, courtesy, and assorted policies and procedures required for the successful operation of this program.

DUTY UNIFORMS:

Volunteers shall dress appropriately and will prominently display their approved, laminated, photo identification card whenever they are on duty.

DUTY HOURS:

- A. Duty hours are limited to between the hours of 0800 to 1600, Monday through Friday, and must be coordinated with the Victim Advocate Coordinator.
- B. Victim Advocates may work a maximum of 24 hours per week, and no more than seven (7) hours per day. There is no minimum requirement per day or week for volunteer participation.
- C. Victim Advocates must maintain an hourly log.