

Advocate:

1. Report to the Assistant Director. Responsible for making contact with the victim and/or the victim's family, using good interview techniques and report writing skills.
2. Knowledgeable of and able to use effectively crime victims' legislation and available resources to ensure the victim is provided with the most professional representation and services possible.
3. Attend any and all court sessions as needed to assist or act on behalf of crime victims.
4. Provide transportation to court, counseling and any other appointments as may be necessary to assist the victim after the incident and the ensuing court process.
5. Knowledgeable of and demonstrate the ability to work with the varied victim population.
6. Participate in Department approved victim related functions and other designated functions where information on victim services may be disseminated.
7. Present yourself at all times as a proponent of the victim.
8. Maintain knowledge and proficiency of changing methods, topics, and specialty areas as is relevant to victim dynamics.
9. Maintain all case file information to include written and statistical reports for use by the Criminal Investigative Division or for court purposes, testifying in these cases when called upon.
10. Assist in investigations as needed or requested.
11. Participate in, attend, and present training sessions on relevant issues pertaining to crime victims.
12. Perform related duties as required via chain of command or special assignment from the Sheriff or his designee.