VICTIM ADVOCATE / VICTIM SERVICES COORDINATOR

Davis County Sheriff's Office

Salary Range Estimate $52,000 ($25.00/hr)

Job Description
Assist victims and witnesses of crime; assess needs, provide information, and provide appropriate referrals for services; act as a liaison for victims between law enforcement, prosecution, and other agencies; recruit, train, and supervise volunteers; and provide staff support related to assigned cases.

Example of Duties:
Provide crisis interventions for victims of violent crimes; provide needs assessments and make appropriate referrals for counseling, housing, shelter, legal assistance, and other services as needed.

Assist victims in obtaining protective orders or civil stalking injunctions; assist in filing victim reparation forms, victim impact statements, medical release forms, and other documentation pertinent to cases.

Attend appropriate court proceedings to support victims; make necessary arrangements for non-English speaking participants; accommodate hearing impaired and other disabilities; monitor court activity; inform victim/witness of court dates and any changes.

Recruit and train volunteers for the victim services program; schedule volunteers' shifts and assignments. Exercise direct supervision over advocates and volunteers.

Manage assigned cases of victims and witnesses, including detailed documentation and appropriate statistical database information; prepare grant applications and administer grant awards.

Education/Experience:
Bachelor's degree in Criminal Justice, Social Work or related field and four (4) years of progressively responsible experience in providing direct services to victims or in a closely related field, or an equivalent combination of education and experience. Experience in writing and maintaining grants preferred.

INVESTIGATIVE CRIMINAL ANALYST

Davis County Sheriff's Office

Salary Range Estimate $52,000 ($25.00/hr)

Job Description:
Investigative Criminal Analyst assigned to the investigative unit of the Sheriff's Office. Work closely with the detectives in determining specific public safety issues within Davis County; provide additional resources and techniques in suppressing crime. Subject to call out, along with the detectives.

Example of Duties:
Analyze, organize, track, and prepare criminal intelligence, utilizing criminal databases, police reports, social media platforms, neighboring county's intelligence centers, etc.

Education/Experience:
A minimum of a Bachelor's Degree in Criminal Justice or related field is required, advanced degree preferred. Preference will be given to applicants who have previously worked within a Law Enforcement Agency.

The Need for an Analyst in Davis County:
The Davis County Sheriff's Office currently has five investigators. Each investigator has a medium to large case load of varying crimes that continues to grow. A large percentage of each detective's time is spent analyzing information within their active cases, previous cases, and evidence, which is common in police agencies without an analyst.

The modern day criminal often utilizes unconventional technology to commit crimes and communicate with their accomplices. Currently, the detectives are responsible for sifting through communication data, jail calls, GPS data, and previous police incidents in Davis and surrounding counties searching for evidence, which is extremely time consuming. Due to this, detectives prioritize more serious crimes and some property and other cases are not able to be investigated as thoroughly.

A full time investigative criminal analyst would allow the detectives to manage each case with more focus, making in person and phone contact with more victims, witnesses, and citizens, and investigate each assigned case, "serious or less serious," with much more attention and efficiency. An analyst will allow the Sheriff's Office to learn criminal trends in contract cities and identify links with all cities of the County. Experience and training from multiple police agencies has proven that the work of an analyst will solve more crimes in a shorter time frame, while proactively identifying potential future crimes and suppressing that criminal activity.

An investigative criminal analyst will make the Sheriff's office more efficient and create a safer county for all our citizens.

Davis County Sheriff's Office

Budget and Funding for Victim Advocate and Criminal Analyst

	Salary	Benefits (40%)
Investigative Analyst	$ 52,000	$20,800
Victim Advocate Coordinator	$ 52,000	$20,800
Total	$104,000	$41,600
Elimination of one captain position due to restructuring – savings	$118,689	$47,475
Positive net budget impact	$ 14,689	$ 5,875

Currently pursuing a VOCA grant for one Victim Advocate Administrator and one Victim Advocate. If awarded as requested this grant will provide 80% of costs for two positions for two years.