

COMMUNITY INVOLVEMENT IN VICTIM ASSISTANCE
(CIVA)

USER GUIDEBOOK
FOR ESTABLISHING
VICTIM/WITNESS ASSISTANCE PROGRAMS

By

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"CRIME VICTIMS: YOU CAN HELP!"

TABLE OF CONTENTS

PAGE

ACKNOWLEDGEMENTS

INTRODUCTION

A. USING THE KIT

- Components of the Kit
- Equipment

B. SECTION I: MOTIVATION/ORGANIZING/SERVICES

- Organizational Model

- Step 1. Research Crime Statistics
- Step 2. Research Community Resources
- Step 3. Solicitation to Resources
- Step 4. Survey of Services of Community Resources
- Step 5. Organizational Meeting Agenda

C. SECTION II: USING VOLUNTEERS

- Step 6. Volunteer Job Description
- Step 7. Recruiting Volunteers
- Step 8. Volunteer Application
- Step 9. Tasks Volunteers Can Perform
- Step 10. Volunteer Contract
- Step 11. Training Volunteers
- Step 12. Volunteer Record Keeping
- Step 13. Volunteer Evaluation

D. SECTION III: BUDGET/FUNDRAISING

- Step 14. Potential Funding Sources
- Step 15. Sample Budget
- Step 16. Proposal Outline
- Step 17. Direct Mail Campaigns
- Step 18. Fundraising Benefit Committees and Ideas

E. RESOURCE LISTING

- Victim/Witness
- Volunteers
- Fundraising
- Miscellaneous

F. GLOSSARY

INTRODUCTION

The last decade has produced major improvements in our criminal justice system, particularly in the areas of human rights, treatment and services to the accused, convicted and ex-offender. However, only recently has the shift in focus of crime passed from the criminal to the victim. With ever-increasing publicity, the need for and services of victim/witness assistance is emerging as a major social issue.

The frequency with which citizens, especially the poor and uneducated, are victims of crime is well documented. Also documented is the disproportionate amount of funds expended on services and assistance to offenders while the victimized, often those least able to cope with the consequences, are left to acquire aid on their own. In the mid-seventies, in concert with the emergence of rape crisis centers throughout the country, anticrime activists and leaders expanded the concept of the criminal justice system to embrace the broader class of crime victims. More recently, attention has been directed towards sensitizing and formally involving the major components of the criminal justice system in instituting victim/witness assistance programs and/or provisions.

President Reagan reaffirmed the legitimacy of this direction on September 7, 1982 in his Labor Day speech when he declared that the rights of victims of crime are paramount to carrying out justice and mandated his administration to install such recognition in the operation of the criminal justice system. According to a Justice Department report released September 19, 1982, nearly 25 million American households, three in every ten, were affected by crimes involving theft or violence. It is important to note, however, that only about fifty percent of violent crimes are reported to the police.

There is a substantial need to foster and facilitate the inception and operation of locally based victim/witness assistance programs at the community and/or neighborhood level in the United States. This need was officially recognized through the creation and mandate of the President's Task Force on Victims of Crime. In the Final Report to the President, the Task Force writes:

We have found that the perception you shared when you gave us our charge is, unfortunately, -true. The innocent victims of crime have been overlooked, their pleas for justice have gone unheeded, and their wounds -- personal, emotional, and financial -- have gone unattended. We also found that there is no quick remedy to the innocent victim's plight. Only the

sustained efforts of federal, state, and local government, combined with the resources of the private sector, can restore balance to the criminal justice system.

As the trend toward establishing community-based victim/witness assistance programs gains momentum, there is the fundamental need to guide citizens, community leaders, and businesses with the programmatic aspects of starting and operating a program. A particular need of communities is guidance for initiating public/private partnerships and the utilization of volunteers in victim/witness assistance programs.

At a time when federal spending for local projects is being substantially reduced, voluntarism should be viewed, indeed emphasized, as a vast reservoir of human and corporate talent that communities can creatively draw upon and orchestrate to leverage existing local funds in meeting the needs of victims and witnesses in their communities.

Program initiatives in victim/witness assistance tend to be localized and tailored to meet the needs and characteristics of the community. For this reason, the National Citizens Participation Council, Inc. (NCPC), has developed this multimedia kit, Community Involvement in Victim Assistance, (CIVA), to aid communities in planning and operating their own victim/witness program.

CIVA is designed to motivate and guide communities in program development, fundraising, and utilization of volunteers. NCPC has selected a community-based approach for victim/witness programs, rather than a system-based approach (programs which are an arm of the police department, prosecutor's office, or some other branch of the criminal justice system) because there is usually more flexibility and openness to the use of volunteers in a community-based system. NCPC believes that volunteers can perform many of the services and functions of paid staff, and, oftentimes, enter into volunteering with a genuine sensitivity to and concern for victims and witnesses of crime.

NCPC shares your concern for victims and wishes you luck as you begin to plan for a victim/witness assistance program in your community.

USING THE KIT

USE OF THE VICTIM/WITNESS ASSISTANCE KIT

COMMUNITY INVOLVEMENT IN VICTIM ASSISTANCE (CIVA) is a multimedia program consisting of three units contained in a kit. Each component of CIVA is organized to present information about victim/witness assistance programs in a clear, concise way.

The first component, entitled "Victims: You Are Not Alone," addresses the problems and needs of crime victims and witnesses through the use of a slide show and accompanying cassette. Case studies of victims are portrayed through vivid graphics and illustrations which inform viewers of the types of assistance and services that are available through a victim/witness program. In addition, the slide show provides guidance and motivation for establishing victim/witness assistance programs at the community/neighborhood level. (7 minutes long)

The second component provides an indepth discussion on incepting and organizing a victim/witness assistance program through a three-part VHS videotape recording entitled "Crime Victims: You Can Help!" Part one stresses the need for victim/witness services and provides direction for incepting local programs. Types of services to be provided and organizational steps are also covered. It is approximately 19 minutes in length.

Part two of the videotape discusses the use of volunteers in a victim/witness assistance program and is approximately 10 minutes long.

The final part of the videotape involves budget preparation and fundraising activities to support the program. It is approximately 9 minutes in length.

This User Guidebook to the videotape recording is the third component of the kit. This unit serves as a reference source for sample letters, contracts, surveys, and other related documents and outlines discussed in the videotape presentations. It also contains a model organizational chart of a victim/witness assistance program and a listing of related publications and resources. Three sections of this guide correspond to a section of the videotape presentation and should be reviewed immediately following the viewing.

Together, the slide/cassette show, videotape presentation, and use guide lend organizational and development guidance and incentive for local groups wishing to initiate a victim/witness assistance program.

EQUIPMENT

1. Slide Projector
2. Cassette Player
3. VHS Videotape Player

To show the slide/cassette show, "Victims: You Are Not Alone," a standard slide projector and cassette player are needed. To view the videotape presentation, "Crime Victims: You Can Help!", a ½" VHS videotape player is needed.

Possible places where you can obtain the use of this equipment, free of charge, are:

- Local Government
- Libraries
- Schools and Universities
- Trade Associations, Corporations, or Businesses

An audio-visual rental agency can also provide the equipment for a fee.

SECTION I

MOTIVATION/ORGANIZING/SERVICES

SECTION I

This section of the Guide deals with issues discussed in part one of the videotape presentation, "Crime Victims: You Can Help!"

Intended to motivate citizens and groups to organize a victim/witness assistance program, the content of this section deals with developmental and organizational steps necessary for incepting a successful program.

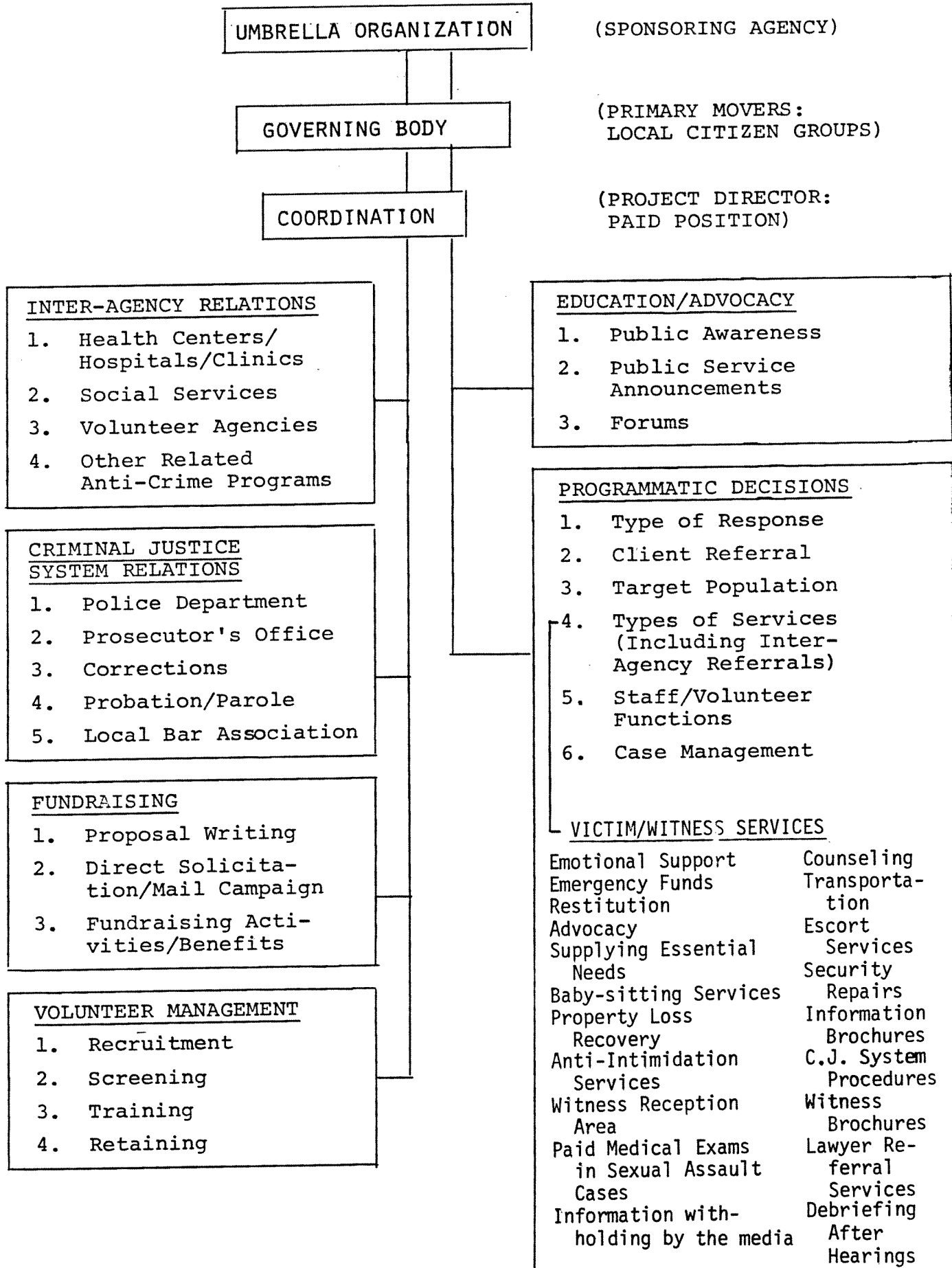
A model organizational chart for a victim/witness assistance program is the first feature in this section. Coordination of crucial areas is outlined and types of services that may be provided are included in this comprehensive model.

Next, development steps are discussed sequentially, beginning with Step 1, "Research crime statistics of your community." In order to begin planning a program especially for your community, it is necessary to find out exactly what the major and frequent needs of the victims are.

Step 2 lists resources to further investigate in your community that may be able to support and/or participate in your victim/witness program. Next, a sample letter to these community resources is provided, and in Step 4, a survey of the services offered by the community resources is detailed. A meeting agenda for the organization of the program, Step 5, concludes this section.

In summary, the organizational chart, together with the implementation of steps 1 through 5 should result in community-wide awareness to the problems of victims in your community, as well as set the program idea in motion. Key to the success of organizing a victim/witness assistance program is the support and participation of your community. Start to make victim rights an issue in your community today.

MODEL ORGANIZATIONAL CHART
VICTIM/WITNESS ASSISTANCE PROGRAM



RESEARCHING CRIME STATISTICS
OF YOUR CITY OR COMMUNITY

STEP 1

- Check with the largest police station in the area first.
- After obtaining a list of high crime areas and the most common crimes committed, plan to offer victim/witness services for those areas and crimes in particular.

STEP 2

RESEARCH COMMUNITY RESOURCES

The following are possible resources that may be able to assist and/or participate in your victim/witness assistance program.

Bar Association
Child Welfare Office
Citizen Participation Groups
Civic Organizations
District Attorney's Office
Elderly Programs, Offices
Emergency Assistance Groups
Family Counseling Agencies
Health Clinics
Hospital Social Service Department
Hotlines for Help
Local Colleges and Universities
Local Government
Mental Health Office
Neighborhood Groups
Police Department
Public Assistance
Related Anti-Crime Programs
Religious Groups
Service Groups
Tenant Organizations
Transportation Authorities
Volunteer Agencies
Women's Crisis Centers

STEP 3

A SAMPLE LETTER SOLICITING COOPERATING AGENCIES FOR A VICTIM/WITNESS ASSISTANCE PROGRAM TO BE SENT TO ALL AGENCIES THAT MAY PARTICIPATE IN THE PROGRAM. AN EXAMPLE:

Mr. Paul Smith
Director, Child Welfare Office
1202 South Street
Brookfield, Virginia 22211

Dear Mr. Smith:

The Citizens Participation Council is interested in establishing a Victim/Witness Assistance Program in the community of Brookfield. The Program will provide crisis referral services and related criminal justice services to victims and witnesses of crime through the use of trained volunteers and the coordination of existing agencies and resources.

Crime is becoming a significant problem in Brookfield. Through this Program, we hope to foster cooperation and coordination between relevant social services, medical, and law enforcement agencies that can result in better support and treatment of those victimized. It is also a goal of the Program to provide public education and crime prevention training in the community.

It is our hope that the Child Welfare Office will support and participate in this important community service. The Victim/Witness Assistance Program does not intend to duplicate existing services, but, rather to enhance and coordinate those services. Your Agency can offer much assistance, particularly in child-related offenses.

An organizational meeting for the program is planned for May 1st at 7:30 PM. It will be held at the Bryandt Building, Suite 828, at 449 Pennsylvania Avenue. We hope that you or a representative can attend this meeting to discuss the programmatic aspects of this project.

If your agency is interested in the Victim/Witness Assistance Program, please complete the enclosed survey of resources and bring it to the meeting. If there is a problem with the scheduled meeting date, please call to arrange for a personal meeting.

Your services are greatly needed for this Program to become a success. We look forward to meeting you soon.

Sincerely,



Cynthia Popchak
Project Manager

STEP 4

SURVEY OF SERVICES PROVIDED BY COMMUNITY RESOURCES

This survey will help organize available services and is intended to complement services, not duplicate them.

Please answer the following questions as specifically as possible. The survey is not long, but, contains vital questions concerning your agency and its services.

Thank you for your time.

1. What type of clientele does your Agency serve?

- | | |
|----------------------------------------|---------------------------------------------|
| <input type="checkbox"/> almost anyone | <input type="checkbox"/> children |
| <input type="checkbox"/> elderly | <input type="checkbox"/> victims of crime |
| <input type="checkbox"/> parents | <input type="checkbox"/> witnesses of crime |
| <input type="checkbox"/> students | <input type="checkbox"/> handicapped |
| <input type="checkbox"/> teens | <input type="checkbox"/> battered women |

More specifically: _____

2. Describe any limitations, for example, religious affiliation, race or nationality, economic status, etc.

3. What types of services do you provide?

- | | |
|-----------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> counseling | <input type="checkbox"/> transportation |
| <input type="checkbox"/> information/referral | <input type="checkbox"/> housing |
| <input type="checkbox"/> advocacy | <input type="checkbox"/> food |
| <input type="checkbox"/> education | <input type="checkbox"/> emergency funds |
| <input type="checkbox"/> medical | <input type="checkbox"/> other services, please list: |

4. Is there a fee for your services? Yes No. If yes, please detail:

5. What jurisdiction do you cover? _____

6. How do you get clients? outreach
 referrals hotline walk-ins

If you get referrals, what are your major sources? _____

If you have a hotline, what hours is it operable? _____

How is it staffed? _____

7. Do you use volunteers? Yes No If yes, in what capacity?

8. How many clients do you serve annually? _____

9. How long have you been in operation? _____

10. How are you funded? _____

11. Do you plan to expand your services or areas of interest? Yes No

If Yes, Please explain: _____

12. Do you see your Agency playing a role in Brookfield's Victim/Witness Assistance Program? Yes No Please explain:

Thank you for completing this Survey. Please return it at the May 1st meeting,
or send it to: Citizens Participation Council
Brookfield Victim/Witness Assistance Program
940 Caroline Street, Brookfield, Virginia 22211

Questions? Call (703) 622-7711

STEP 5

ORGANIZATIONAL MEETING AGENDA

- I. Program: What services are most needed?
- II. Staffing: What kind of professional and volunteer staff will be required.
- III. Location: Will the program work best if located in the prosecutor's office, the police department, or in a private agency?
- IV. Budget and Fundraising: What kind of budget is required to carry out the program, and where can money be found to support it?

SECTION II

USING VOLUNTEERS

SECTION II

Use of volunteers in a victim/witness assistance program is examined in part two of the videotape "Crime Victims: You Can Help!", and is covered in this section of the Guide. Sample applications, contracts, and other documents are provided in a logical sequence.

Once the decision is reached to utilize the many services that volunteers can provide, volunteer job descriptions need to be developed. Continuing the sequence started in the previous section, Step 6 details a sample job description.

Recruiting volunteers is explored in Step 7 and a sample application for screening volunteer recruits is provided in Step 8. Remember, not all people are capable of handling the emotions, tragedy, and personal crisis that result from crime. Select volunteers carefully that are sensitive and caring people.

Volunteers can provide a variety of services. Examples of a few tasks are listed in Step 9.

Use of a volunteer contract is suggested when volunteers are to be used in a victim/witness program. Not only does a contract signify commitment on the part of the volunteer, it also provides obligations of the program to the volunteer and visa versa. A model contract has been designed for Step 10.

An effective training program for volunteers is essential for success. Step 11 outlines the components of an effective training program.

Record keeping is important to both the agency and the volunteer. Documentation of the volunteer's service provides a source of reference for future employers, as well as preserving records of training and assignments completed by the volunteer.

For the agency, records of volunteer service provides a schedule of availability, volunteer skills, and emergency contacts. It is also a good idea to have documentation of volunteer use when applying for funding. Step 12 is a sample volunteer record keeping form.

To ensure the direction and success of a volunteer program, it is necessary to evaluate the volunteers. It is important for both the agency and the volunteer to know how well s/he is doing in order to measure progress and to plan for future goals. In addition to reviewing the service record of the volunteer, the supervisor can appraise the volunteer's achievements with a model evaluation form in Step 13.

In summary, Steps 6 through 13 provide organization and direction for the use of volunteers in a victim/witness assistance program. Volunteers are a valuable resource that can provide care and commitment for victims and witnesses of crime with a limitless potential for program success.

STEP 6

FORMULATE A JOB DESCRIPTION TO USE VOLUNTEERS IN THE PROGRAM.
RESPONSIBILITIES MAY VARY DEPENDING ON SKILLS AND INTERESTS.

VOLUNTEER JOB DESCRIPTION

POSITION: Victim/Witness Service Volunteer

OBJECTIVES: To provide support services to victims and witnesses of crime and to assist in the daily operations of the Victim/Witness Assistance Program.

MAJOR RESPONSIBILITIES: 1) Interview victims and witnesses to determine their needs.

2) Provide delivery of services, including referrals, briefings, and direct support.

3) Maintain records for each person served.

4) Disseminate information to the community regarding the program.

5) Assist Project Director and/or Volunteer Supervisor as needed.

REPORT TO: Volunteer Supervisor

TIME REQUIRED: Minimum participation of three (3) hours, one (1) day per week, for one (1) year.

QUALIFICATIONS: Person must be mature and flexible. Possesses communication skills. Can perform general office duties. Is able to deal with a variety of people in various situations.

TRAINING: Volunteers must participate in a two (2) day training session to the program involving the criminal justice system, position responsibilities, and communication techniques. Also, bi-monthly in-service training sessions will be held regularly focusing on specific skills and aspects of the position.

STEP 7

RECRUITING VOLUNTEERS

To attract volunteers for the program, a publicity campaign that includes announcements and advertising through radio, television and newspapers is necessary. People need to know about the needs and services before they can volunteer.

SPECIAL GROUPS TO CONSIDER RECRUITING ARE:

- Retired people
- Parents with children in school
- Students (especially graduate students)
- Professionals, including counselors, public relations specialists, doctors and fundraisers
- Past victims who have seen the need for and values of a victim/witness assistance program
- Service clubs, such as the Kiwanis, Masons, Rotary, and Lions clubs and women's auxiliaries. Also include the local PTA.
- Professional clubs, such as national societies and business associations.
- Unions (especially retired members).
- Churches, and other religious groups.

STEP 8

SCREENING VOLUNTEERS FOR THE PROGRAM

SAMPLE APPLICATION

VICTIM/WITNESS SERVICES
VOLUNTEER APPLICATION

NAME: _____ DATE: _____

ADDRESS: _____

TELEPHONE: (Home) _____ (Business) _____

PRESENT SITUATION: Employed Retired Unemployed
 Student Other _____

IF EMPLOYED, PLACE OF EMPLOYMENT: _____

OCCUPATION: _____ Working Hours _____ Days of Week _____

AGE: Under 21 21-45 45-60 60 plus

EDUCATION:	<u>Name of School</u>	<u>Degree</u>
HIGH SCHOOL:	_____	_____
COLLEGE:	_____	_____
GRAD SCHOOL:	_____	_____
PROF.-TECH. TRAINING:	_____	_____

HOW DID YOU HEAR ABOUT THE PROGRAM? _____

WHY ARE YOU APPLYING TO VOLUNTEER? _____

WHEN WOULD YOU BE AVAILABLE? (Days and Hours)

Will you be able to attend in-service training sessions in addition to your regularly scheduled volunteer time? Yes No

In which of the following areas do you have experience and/or interest:

	<u>Experience</u>	<u>Interest</u>
Crisis Intervention Counseling	___	___
Public Speaking	___	___
Services for the Elderly	___	___
Community Resources Development	___	___
Fundraising	___	___
Public Relations	___	___
Graphic Skills	___	___
Typing/Office Skills	___	___
Research	___	___
Criminal Justice System	___	___
Other skills or interest (Please list)	___	___
_____	___	___
_____	___	___
_____	___	___

What personal goals do you hope to attain through this experience?

Other information or comments: _____

Signature

STEP 9

TASKS VOLUNTEERS CAN PERFORM

- Staff and maintain the hotline
- Transport victims to services and to court to appear as witnesses.
- Assist in completing various forms and applications for the victims.
- Provide information to victims on available services.
- Listen to victims; allowing the victims to vent their feelings and frustrations.
- Provide general information on the Criminal Justice System.
- Act as liaison to community agencies.
- Serve as a translator or researcher.
- Provide child care.
- Serve as a public relations aide.
- Assist in media projects.
- Assist in office management.
- Organize for community crime prevention.
- Recruit other volunteers.
- Assist with property return procedures.
- Notify victim of progress during the investigation, arrest, bail, and hearings.
- Intercede with creditors and employer of victim.
- Provide counsel and companionship at hearings.
- Change locks and assist in home repairs.
- Provide information on restitution procedures.
- Conduct "witness alert" calls to victims and witnesses to prevent unnecessary time spent at court.

STEP 10

A CONTRACT IS ALSO RECOMMENDED WHEN A VOLUNTEER IS TO BE USED IN THE PROGRAM.

VOLUNTEER CONTRACT

AGREEMENT MADE BETWEEN A GIVEN VOLUNTEER AND THE VICTIM/WITNESS ASSISTANCE PROGRAM. IT IS INTENDED TO PROVIDE CLARITY OF RESPONSIBILITY AND COMMITMENT ON THE PART OF BOTH VOLUNTEER AND AGENCY STAFF.

The Victim/Witness Assistance Program hereby contracts with Volunteer on the terms and conditions thereafter stated.

Volunteer Obligations

The volunteer shall:

1. Participate in a training program offered by the Victim/Witness Assistance Program.
2. Commit at least three (3) hours of one (1) day per week of volunteer service for a minimum of one (1) year.
3. Maintain confidentiality in regard to all information contained in Victim/Witness records or received by personal communication with clients.
4. Except in emergencies, attendance will be on a regular basis and all periods of non-emergency will be made up or shall arrange for coverage by another staff.

Victim/Witness Assistance Program's Obligations

During the term of this contract, the Victim/Witness Program shall provide on-going training, supervision, and evaluation of Volunteer's work.

Termination

This contract may be terminated by either party at the end of a three month trial period. By mutual agreement, this contract may be renewed at the end of one (1) year.

IN WITNESS WHEREOF, the parties have executed this Agreement on the ___ day of _____, 19 .

Volunteer

Project Director

Date _____

Date _____

STEP 11

TRAINING VOLUNTEERS

I. Orientation:

- TO THE FACTS AND FIGURES OF
CRIME IN THE COMMUNITY
- TO THE GOALS AND SERVICES OF
THE VICTIM/WITNESS ASSISTANCE
PROGRAM

II. Skills Development:

- OFFICE PROCEDURES
- RECORD-KEEPING
- TASK RESPONSIBILITIES

III. Sensitivity Training:

- AWARENESS OF MENTAL, EMOTIONAL, AND
PHYSICAL CONDITIONS OF VICTIMS

- ### IV. TRAINING SHOULD BE CONTINUOUS, NOT SIMPLY CONFINED TO AN INITIAL PERIOD WHEN THE VOLUNTEER FIRST STARTS TO WORK. ON-THE-JOB TRAINING IS THE BEST TRAINING, AND THE PROFESSIONAL STAFF NEEDS TO TAKE THE TIME TO TRAIN, BOTH IN FORMAL SESSIONS AND IN INFORMAL CONTACTS.

STEP 12

VOLUNTEER RECORD KEEPING

NAME: _____ TELEPHONE: _____

ADDRESS: _____ ZIP: _____

SOCIAL SECURITY NO.: _____

EMERGENCY CONTACT: _____

START OF CONTRACT: _____ / _____ / _____

SCHEDULE: S M T W TH F S

TRAINING

DATE

COURSE

ASSIGNMENTS

DATES

SUPERVISOR

COMMENTS

STEP 13

VOLUNTEER EVALUATION

MONTHLY ____/____/____ to ____/____/____

QUARTERLY ____/____/____ to ____/____/____

ANNUALLY ____/____/____ to ____/____/____

VOLUNTEER'S NAME _____ JOB _____

ATTENDANCE % _____ NUMBER OF TOTAL HOURS _____

EVALUATED BY _____ TITLE _____

EVALUATION CODES

1= poor 2= fair 3= good 4= very good

5= excellent 6= not applicable

1. Attitude towards job:	1	2	3	4	5	6
2. Relations with paid staff:	1	2	3	4	5	6
3. Relations with volunteer staff:	1	2	3	4	5	6
4. Relations with clients:	1	2	3	4	5	6
5. Quality of work assignment performance:	1	2	3	4	5	6
6. Quality of work assignment speed:	1	2	3	4	5	6
7. Progress towards volunteer's contract goals:	1	2	3	4	5	6

RECOMMENDATIONS:

COMMENTS:

SIGNATURES: _____ DATES _____

Evaluator: _____

Volunteer: _____

SECTION III

BUDGET/FUNDRAISING

SECTION III

Possibly the greatest barrier to the establishment of a victim/witness assistance program is funding -- for both incepting and operating a program. In the previous section, use of volunteers was shown as a viable, cost-effective means of providing service to clients of the program; however, initial seed money still must be acquired for program start-up and funds are necessary for its day-to-day operation. This section of the Guide and the final part of the videotape, "Crime Victims: You Can Help!" address the issues of budget and fundraising.

Step 14, research potential sources of funds, provides a list of categories of funding sources. Most programs will receive funds from a combination of these sources.

Before you can ask groups or individuals for funding, it is necessary to know how much funding is required for the program. In Step 15, a sample budget has been prepared. Notice that monetary donations are not the only type of resource that can be received. Donations of supplies, office space, and volunteer service are all types of donations that can be deducted from the total cost of incepting/operating a victim/witness program.

Now that you know how much funding you need, the next step is to develop a proposal to send to the funding sources from Step 14. A general proposal outline and description are included in Step 16. Specific guidelines may be required by major funding sources so be sure to check before you prepare the proposal.

A direct solicitation for donations through a mail campaign is another approach for obtaining funding to support the program. Although many organizations have found that mail campaigns can be quite successful in raising money, it should be noted that you cannot count on it to start the program. Mailings are most effective after the program has developed a good track record of services and has received supportive publicity. Step 17 discusses procedures for implementing a direct mail campaign.

Not only do fundraising events raise money, they can be fun! However, this method of raising money takes a lot of time and effort from a lot of people. Step 18 describes fundraising committees that divide the responsibilities and keep the benefit organized.

In summary, victim/witness assistance programs have become an important element in our criminal justice system. Their value to society is easily proven. In these days of budget restraint and government cutbacks, we cannot depend on government to support these essential services. We can, in our communities, however, fund the resources that will help crime victims. Steps 14 through 18 will show you how.

STEP 14

RESEARCH POTENTIAL SOURCES OF FUNDS

Corporations

District Attorney's Office

Foundations, especially those that target their giving to their home communities

Fund-Raising Projects

Individuals

Local Bar Association

Local Government, City or County

Participating Agencies

Police Department

State Government

United Black Fund

United Way

STEP 15

PREPARE A BUDGET

-SAMPLE-

ITEM	TOTAL COST OF ALL SERVICES	RESOURCES	NET FUNDING NEEDED
Personnel	\$ 23,924.00	\$ 10,065.00 (use of volun- teers)	\$ 13,859.00
Office	9,874.00	pro bono	-
Equipment	210.00	-	210.00
Telephone	1,678.00	500.00	1,178.00
Supplies	4,500.00	2,250.00	2,250.00
Printing	975.00	pro bono	-
Postage	175.00	-	175.00
Travel	550.00	-	550.00
Development/Training	700.00	700.00	-
Direct Services	350.00	175.00	175.00
Media	265.00	205.00	60.00
TOTAL	<u>\$ 43,201.00</u>	<u>\$ 24,744.00</u>	<u>\$ 18,457.00</u>

STEP 16

PREPARE A PROPOSAL

-OUTLINE-

- I. Summary
- II. Problem Statement of Needs
- III. Goals/Objectives
- IV. Outline of Work Program
- V. Budget
- VI. Organizational Backing
- VII. Staffing

The SUMMARY should give a brief overview of the key components described in the proposal.

The PROBLEM STATEMENT should utilize local and national statistics to support the need for a solution to the problem.

The GOALS/OBJECTIVES statement should clearly detail what the program intends to accomplish.

The outline of the WORK PROGRAM tells what specific tasks are to be performed.

The BUDGET should be realistic in listing the proposed expenditures as well as all sources of income or donations.

ORGANIZATIONAL BACKING indicates to whom the responsibility of the program belongs.

STAFFING for the program is crucial. Include job descriptions and staff qualifications.

A. Develop mailing lists.

There are two kinds of lists that can be compiled:

1. Special interest groups and individuals who've had contact with the victim/witness assistance program.
2. All residents of the community.

While donations are more likely to be received from those who have seen the need for and benefits of a victim/witness assistance program, the broadside mailing to all residents will reach a much greater number of possible contributors.

B. Develop the direct mail package.

There are five components to consider:

1. Outer envelope
2. Cover letter
3. Brochure
4. Response card
5. Return envelope

An outer envelope resembling a personal or a business letter will facilitate opening and reading of the contents much more successfully than an envelope resembling a form letter or junk mail.

The cover letter should be quite lengthy in order to include the following pertinent information: the need for the program, services provided, program cost, funding still required, reason(s) for your request to the individual, and, of course, a note of gratitude for the individual's generosity.

The third component, the brochure, gives the program credibility. It should explain why the program exists, what the program does, who the program serves, and how successful the program has been. Pictures, statistics and specific cases of victims receiving services create a visual and emotional message.

A response insert or card is the fourth component of a direct mail package. This is simply a reply card used to indicate the amount donated and any service or item that the donation should particularly be used for.

Finally, a return envelope, pre-addressed and, if possible, postage-paid is the fifth component. Though costly, this greatly increases the chances of contributions being sent.

One final note: In addition to gaining additional funds for the victim/witness assistance program, mail campaigns also attract volunteers and give the program publicity.

STEP 18

FUNDRAISING BENEFITS

COMMITTEES NOT ONLY DIVIDE THE RESPONSIBILITIES OF A FUND RAISING BENEFIT; BUT, ALSO KEEP THE EVENT RUNNING SMOOTHLY.

FUNDRAISING BENEFIT COMMITTEES

- EXECUTIVE COMMITTEE: Made up of the chairpersons of each of the other committees. Responsible for planning and coordinating the event. Oversees all other committees and delegates tasks.
- Budget Committee: Allocates expenses and oversees all banking necessities. Keeps records of all funds raised.
- Program Committee: Responsible for obtaining speakers, performers, etc., and whatever other props are necessary for the benefit.
- Publicity Committee: Responsible for the design, printing and distribution of the invitations or tickets. Prepares advertisements and public service announcements. Maintains a liaison with all media sources.
- Arrangements Committee: Selects the site, chooses the menus, and set up the area. Also responsible for the registration/reception of the people.
- Awards Committee: Responsible for any presentations that may be made. Includes purchasing any certificates, plaques, or trophies.

TYPES OF FUNDRAISING BENEFITS

- Breakfasts, luncheons, and dinners.
- Raffles
- "Marathon-type" events such as walkathons, danceathons, bikeathons, telethons, etc.
- Entertainment shows.
- Selling food items, crafts, seeds, cards, glassware, and other miscellaneous items.
- Sports events/competitions.
- Dances.

RESOURCE LISTING

RESOURCE LISTING

The following bibliography provides a comprehensive listing of additional resources that can assist you in establishing and operating a crime victim/witness assistance program in your community.

The listing is organized under the following headings: Victim/Witness, Volunteers, Fundraising, and Miscellaneous references.

While some of the resources are older works (1960 - 70) they have been included because of their valuable and relevant content. Today, as voluntarism and victim/witness assistance become increasingly popular, many new works are being published each day. Public libraries and related crime and volunteer agencies may be able to provide additional sources of information and assistance.

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GLOSSARY

GLOSSARY

ADVISORY BOARD: a group of individuals formed in order to provide assistance and advice to a core management unit.

ADJUDICATE: the judicial process of hearing and settling a case.

AFFIDAVIT OF NON-PROSECUTION: a written statement, made under oath, that releases the prosecutor from liability for not prosecuting a case.

APPEAL: a request for or a transfer of a case to a higher court for a new hearing.

ACQUITTAL: a not guilty verdict decided by a judge or jury in a criminal case.

ARRAIGNMENT: a court proceeding in which a suspect is formally accused of a crime. The defendant enters a plea of guilty, no contest, or not guilty at this time.

BAIL: a variable amount of money or property sometimes required by a judge from the defendant to be paid to the court in order to insure that he/she will show for the trial. Bail is returned if the defendant appears. If unable to put up bail, the defendant must wait in jail until the trial.

CASE-IN-CHIEF: the part of a trial when the main evidence is introduced.

CHARGE: a formal allegation that a specific person has committed a specific offense.

CITIZEN/NEIGHBORHOOD GROUP: residents of a specific area banding together for common goals or purposes.

CITIZEN PARTICIPATION: participants taking an active role in decision-making processes.

COMPLAINT: a written accusation, filed in a Municipal Court, which charges one or more persons with the commission of one or more offenses.

CONTINUANCE: a postponement of a court proceeding.

CONVICTION: a judgment, based either on the verdict of a jury or a judge or on the guilty plea of the defendant, that the defendant is guilty of the offense(s) for which he was accused.

COURT: an agency of the judicial branch of government which has the authority to decide upon controversies in law and disputed matters of fact brought before it.

COURT MONITORING: "Court watchers" who observe and report on court cases.

CRIME: an act committed or omitted in violation of law forbidding or commanding it.

CRIME REPORT: report prepared by a patrol officer listing the circumstances of the crime and all possible witnesses.

CRIMINAL JUSTICE SYSTEM: structure of the judicial branch which includes the police, prosecutor, courts, and corrections.

CROSS-EXAMINATION: the questioning of a witness by an attorney following the direct examination by the attorney that called the witness.

DECISION: a judgment pronounced by the court.

DEFENDANT: a person against whom a criminal proceeding is pending.

DENY: to refuse a request.

DEPOSITION: testimony taken down in writing under oath.

DEPUTY DISTRICT ATTORNEY: (prosecutor) an attorney employed by the County whose official duty is to initiate and maintain criminal proceedings on behalf of the government against a person accused of committing criminal offenses.

DIRECT EXAMINATION: the initial questioning of a witness by the attorney that called the witness.

DISCOVERY: the pretrial procedure in which the defense is entitled to and receives all of the evidence in the possession of the prosecution.

DISCRETION: the power of the judge to make decisions as he sees fit.

DISMISSAL: a decision by a judicial officer to terminate a case without a determination of guilt or innocence.

DISPOSITION: an action taken as the result of an appearance in court by a defendant. Examples would be: dismissed, acquitted, or convicted and sentenced.

EMPLOYER INTERVENTION: a victim/witness program can encourage employers to allow time off for attending court without loss of pay or vacation leave.

ESCORT SERVICE: assisting victims or witnesses in reaching their destination promptly, providing reassurance about testifying, protecting them against harassment by the defendant, and expediting actions such as court fees, property return, etc.

EVIDENCE: any type of proof presented at a trial.

EXCLUSION: the denial of the request to admit evidence.

EXPERT WITNESS: a person who can testify in some scientific or technical areas due to special training or experience.

EXHIBIT: a physical piece of evidence produced at a trial.

FELONY: a crime punishable with death or by imprisonment in the state prison.

FILING: a document filed with the municipal court clerk or county clerk by a prosecuting attorney alleging or accusing a person of committing or attempting to commit a crime.

FINE: the penalty imposed upon a convicted person by a court requiring that he pay a specified sum of money.

GUILTY PLEA: a defendant's formal answer in open court to the charge(s) in a complaint, indictment, or information, stating that the charge(s) is true and that he has committed the offense(s) as charged.

HEARING: a proceeding in court without a jury.

HELD TO ANSWER: the term used at the conclusion of the Preliminary Hearing meaning that the judge feels that there is enough evidence for the defendant to stand trial in Superior Court.

HUNG JURY: occurs when all of the jurors cannot agree on a verdict. Case is often retried after a hung jury.

INDICTMENT: a formal written accusation charging one or more persons with the commission of a crime, presented by a grand jury to the Superior Court when the jury has found, after examining the evidence presented, that there is a valid case.

JURY: a certain number of people (usually 12) that are selected to determine the truth of certain facts and to reach a verdict.

JUVENILE: a person 17 years of age or younger.

LAY WITNESS: a typical person subpoenaed to testify in court; excludes law enforcement officers and expert witnesses.

LETTER NOTIFICATION SYSTEM: keeps crime victims and witnesses informed of each major development as it occurs in their case. A telephone alert system may also be used.

LOWER COURTS: Municipal Courts.

MISDEMEANOR: a crime punishable by imprisonment in the county jail, by a fine, or by both.

MISTRIAL: occurs when trial must be stopped for any reason sometime after starting. Case is always retried after a mistrial.

MOTION: the formal request to the court to hear and decide a particular issue.

MUNICIPAL COURT: the court that handles adults being prosecuted for misdemeanors. Also, Municipal Courts conduct arraignments and Preliminary Hearings for felonies.

NOLO CONTENDERE (NO CONTEST): a plea similar to a guilty plea; only difference is that it cannot be used as evidence of an admission if the defendant were to be sued for civil damages.

OATH: a promise to be bound by law to perform an act truthfully and faithfully.

OBJECTION: the act of opposing the introduction of certain evidence or testimony.

OPINION: the reasons given by a judge for a decision rendered.

OVERRULE: the judge's action in rejecting an objection raised.

PAROLE: the supervision of a person in the community after release from a state prison.

PETITION: a written accusation, filed in the Juvenile Court, which charges a juvenile with an offense; similar to a criminal complaint for an adult.

PLEA: the answer (guilty or not guilty) by the defendant when confronted with the charge(s) in court.

PLEA BARGAINING: a process whereby the prosecuting and defense attorneys and the judge and defendant agree on terms for the defendant to plead guilty to a lesser crime than he/she is accused of in lieu of a trial. The defendant accepts a reduction in sentence for the lesser crime.

POLYGRAPH: lie detector test.

PRELIMINARY HEARING (PRELIMINARY EXAMINATION): a hearing for a felony case in which the Municipal Court Judge determines, after listening to witnesses, that there is sufficient reason to have a trial in the Superior Court.

PRISON: a state correctional facility where adults are confined following conviction of a felony offense.

PROBATION: at liberty in the community subject to meeting certain conditions and requirements of the disposition rendered at the time of conviction.

PROBATION REPORT: the summary of the convicted defendant's background and crime that is submitted to the court to be reviewed before sentencing.

PROBATION WITH JAIL: a type of disposition rendered upon conviction which imposes a jail term as a condition of probation status.

PROBATIONER: the person on probation.

PROCESS: a series of actions, relationships, or operations directed towards a particular result.

PROFESSIONAL CADRE: a specially trained group of key personnel who can capably assume direction and training of others.

PROGRAM: an established plan of activities, work performed by an agency, institution, or organization.

PROPERTY RETURN: regaining personal property acquired during the course of a criminal investigation.

PUBLIC DEFENDER: government-appointed lawyer who represents defendants who can not afford to hire their own lawyer.

PUBLIC/PRIVATE PARTNERSHIP: cooperative efforts among neighborhood organizations, the private sector, and local government to achieve some aspect of the common good, as this good is perceived by those persons participating in it.

PUNISHMENT: minimum sentence for a felony conviction in six months in state prison, maximum is death. Misdemeanor convictions are punishable by imprisonment in the county jail for one day to one year, or by a fine, or both.

RAP SHEET: the criminal record of a person.

REASONABLE DOUBT: the burden of proof beyond which a judge or jury must find a defendant guilty. The judge or jury must not have any reasonable doubt but can have possible or imaginary doubts.

REBUTTAL: the part of a trial in which evidence is introduced to contradict the other party's case-in-chief.

RECORDS: written accounts of activities, known facts about a person, and documentation of experiences.

RESOURCES: a source of supply or support, a natural source of wealth or revenue, a source of information or expertise.

RESTITUTION: requiring the defendant to reimburse the victim for his loss.

ROR: release on recognizance, when a defendant is released without posting bail, with their personal promise to return to court when called upon to do so.

RULING: an order made by the court.

SENTENCE: the penalty imposed by a court upon a convicted person or the court decision to suspend imposition or execution of the penalty.

SUBPOENA: an order that requires a witness to appear and testify in court.

SUPERIOR COURT: the court that handles the conclusion of felony cases and the retrials of juvenile cases.

SUPPRESSION: the act of the judge in not allowing certain evidence in a trial usually because it was seized illegally.

SUSTAIN: the granting of an objection.

TASK FORCE: temporary merging of units or individuals under one command with the purpose of accomplishing one specific mission or objective. An assemblage of specialists formed to investigate or solve a particular problem.

TECHNICAL ASSISTANCE: the transfer of skills and knowledge by specialists to an individual or group of individuals.

TESTIMONY: first hand authentication of facts given by a witness under oath, usually in response to an attorney's interrogation.

TRIAL: a formal examination of the facts of a case by a court of law to decide the validity of a charge. There are three types of trials:

COURT: the decision is rendered by the judge.

JURY: the decision is rendered by a panel of the defendant's peers.

TRANSCRIPT: the decision is rendered by the court on the basis of the testimony contained in the transcript of the Preliminary Hearing held in Municipal Court.

VACATED: to delete or set aside a particular action.

VERDICT: the decision by the judge or jury regarding the guilt or innocence of the defendant.

GUILTY: a finding that the defendant committed the crime.
All jurors must concur.

NOT GUILTY: a finding that the prosecution has not proven the defendant's guilt beyond a reasonable doubt.
All jurors must concur.

VERTICAL PROSECUTION: a management technique in a prosecutor's office which allows for a victim/witness to deal with the same prosecutor from warrant through trial.

VICTIM COMPENSATION: a concept or program that advocates or provides for monetary remuneration of victims or witnesses, usually for lost wages or uninsured hospital bills.

VICTIM/WITNESS ASSISTANCE PROGRAM: a broad spectrum of services to help with the emotional, physical, mental, and financial needs of crime victims and prosecution witnesses.

VOIR DIRE: process of jury selection conducted by defense and prosecuting attorneys.

VOLUNTARISM: the act of or activities arising out of private efforts (as contrasted with governmental) to promote or advance some aspects of the common good, as this good is perceived by those persons participating in it.

VOLUNTEERS: people who, motivated by varying degrees of altruism, civic responsibility, and self-interest, choose to give their time and talents freely.

WARRANT: a judicial writ authorizing a policeman to make a search, seizure, or arrest.

WITNESS: a person subpoenaed to testify in court.

WITNESS ALERT: a program whereby witnesses and victims of crime are notified on the day that they will need to testify in court. This procedure prevents unnecessary days spent in court waiting to testify.

WITNESS FEES: the money that a witness may receive for appearing in court.

WITNESS RECEPTION CENTER: a room where witnesses wait to testify.