

## **DEPLOYMENT OF LAW ENFORCEMENT VICTIM SERVICES**

### **Lead-Jurisdiction**

The responsibility of organizing a Victim Assistance Response team will fall to the lead agency and the Victim Assistance Coordinator. A team approach to any major incident may be the best option.

Primary Victim Assistant Coordinator (Location to be determined by incident)

- This position should have an assistant as a note taker, help primary VA answer phone when VA is in meetings, follow up on calls, etc.
- This area should have a gatekeeper or officer who controls the scene.
- This position should establish a special identification system to identify advocate roles (lanyards, arm bands, special clothing).

Secondary Victim Assistant Coordinator/Co-Coordinator

- This position may be appointed by primary from an outside agency or be someone inside the agency.
- Secondary VA/Co-Coordinator will coordinate the VA response (TEAM LEADS)
- NOTE: Either local law enforcement coordinators and/or COVA may be utilized for team leads.
- Secondary VA will make decisions if primary is unavailable (breaks, meetings)
- This position should have an assistant to assist as note taker, help primary VA answer phone when VA is in meetings, follow up on calls, etc.

Team Leads

- To be assigned at individual site locations
- To coordinate advocates at each site
- To accompany and assign volunteers
- To determine knowledge, level of experience, availability and time commitments of each volunteer
- To establish and coordinate staff and volunteers check in/check out system
- To be assigned to the Victim Assistance Information Center which provides for immediate Information/resources for victims.