

Item # 7A

**City of Carson City
Agenda Report**

Date Submitted: 10-23-07

Agenda Date Requested: 11-1-07

Time Requested: 5 minutes

To: Mayor and Supervisors

From: Carson City District Attorney

Subject Title: Action to determine that the position of Victim/Witness Coordinator is a public safety position that is a critical position to City operations and the public and authorize that the position be filled as soon as practical.

Staff Summary: This is a public safety position which is critical to the operations of the District Attorney's Office, and is a valuable resource to the members of the public who are victims of crime.

Type of Action Requested: (check one)
() Resolution () Ordinance
(X) Formal Action/Motion () Other (Specify)

Does This Action Require A Business Impact Statement: () Yes (X) No

Recommended Board Action: I move to determine that the position of Victim/Witness Coordinator is public safety position that is a critical position to City operations and the public and authorize that the position be filled as soon as practical.

Explanation for Recommended Board Action: Article 1 Section 8 of the Nevada Constitution, requires the legislature to provide by law for the rights of victims or crime, personally or through a representative. Victims have a constitutional right to be informed of the status of a criminal proceeding, to be present at all public hearings involving critical stages of the criminal proceeding and to be heard at all proceedings for the sentencing or release of a convicted person after trial. The constitution also states that a person may maintain an action to compel a public officer or employee to carry out the responsibilities involving the victim's rights.

Carson City is no longer considered a rural county and has the third largest District Attorney's Office in the State of Nevada. The prosecutors in the office have a 33% higher case load than the national average. At the same time, they are asked to ensure that victims of crime receive the rights in Article 1 Section 8 of the Nevada Constitution. Their tasks have become too burdensome and as a result, the victims of crime have suffered.

The Victim/Witness Coordinator is responsible for providing information to victims and witnesses relating to the criminal justice system, case status, restitution and other related criminal justice system information. This person will assist all victims, especially

those of violent crime, for example children and seniors, who have been victimized by sexual assault, abuse, and a myriad of other crimes. The person will also assist victims in completing forms, arranging for property return and scheduling interviews with law enforcement, staff attorneys and social service programs. This position is critical to the public health, safety and welfare of all of Carson City, but especially those victimized by crime. It is also mandated by the Nevada Constitution.

Applicable Statute, Code, Policy, Rule or Regulation: Article 1 Section 8 Nevada Constitution

Supporting Material: Requisition

Prepared By: Neil A. Rombardo, District Attorney

Reviewed By:


(City Manager)

(Finance Director)

Date:

10/23/07

Date:

10/23/07

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

CARSON CITY JOB REQUISITION**Date:** September 14, 2007**Number of Openings:** 1**Position Title:** Victim/Witness Coordinator**Department:** District Attorney**Reporting to (Name & Title):** Gerald Gardner, Assistant District Attorney**New Position** ☒ **Existing Position** _____ **Replacement for:** N/A**Budgeted:** Yes ☒ No _____ **Funding Source:** General Fund **Budget #** 101-0500-413-0101

(Payroll Distribution)

Full Time ☒ **Part Time** _____ **Seasonal: from** _____ **to** _____**Please list the 3-5 essential functions performed by this position:**

- Provide information to victim/witness on the criminal justice system, case status, restitution process and related information in person and over the telephone
- Assist victims and witnesses with various processes within the criminal justice system including completing forms, arranging for property return, scheduling interviews with law enforcement and staff attorneys
- Review police reports and victim/witness statements, and assist with appropriate community resources
- Interview and provide assistance to traumatized victims and witnesses and answer questions regarding cases and procedures
- Answer questions from the public, provide program and regulation information, explain the reporting and investigative process, and make referrals as necessary;

Please list the minimum qualifications for this position (license, degree, skills, certificate, years of prior experience):

- A Bachelor degree from an accredited college or university in Criminal Justice, Human Services, or a closely related field and one year of experience interviewing victims, witnesses, or family members; OR five years full-time experience in a human services or criminal justice environment working directly with victims and/or witnesses; OR an equivalent combination of education and experience;
- Must be eligible candidate for certification as Notary Public
- A valid driver's license is required at the time of appointment

Please list relevant recruitment resources: (i.e., journals, websites):
:
:**Department Director:**
Signature9/14/07
Date

Human Resource Director:

Signature

Date

Finance Director:

Signature

Date

City Manager:

Signature

Date