

TDCAA Professional Victim Assistance Coordinator Recognition Program

PROGRAM GOAL AND ELIGIBILITY

This is a voluntary program for Texas prosecutor offices designed to recognize professionalism in prosecutor-based victim assistance and acknowledge a minimum standard of training in the field. Applicants must provide victim assistance through a prosecutor's office and be or become a member of the Texas District & County Attorneys Association (key personnel category).

Outline of Program Requirements

EXPERIENCE: Applicants must either have three years experience providing direct victim services for a prosecutor's office or five years experience in the victim services field, one of which has to be providing prosecutor-based victim assistance.

TRAINING REQUIREMENT: Training recognized for CLE, TCLEOSE, social work, and/or license professional counselor educational credits are accepted under this program. Training providers could include TDCAA, state agencies such as the Office of the Attorney General and Texas Crime Victim Clearinghouse; prosecutor offices or law enforcement academies that sponsor regional seminars; and non-profit agencies such as (but not limited to) Court Appointed Special Advocates (CASA), National Organization for Victim Assistance (NOVA), Texas Council on Family Violence, Texas Victim Services Association, and Texas Association Against Sexual Assault.

Applicants need to show that they have already received 45 **total** hours of training in victim services (which is equivalent to the number of hours in the National Victim Assistance Academy program created by the U.S. Department of Justice's Office for Victims of Crime). Training must include at least one workshop on the following topics:

- Prosecutor victim assistance coordinator duties under Chapter 56 of the Code of Criminal Procedure;
- The rules and application process for Crime Victims' Compensation;
- The impact of crime on victims and survivors; and
- Crisis intervention and support counseling.

Additional training hours can include other topics related to victim services, such as (but not limited to) working with specific types of survivors, coping with stress and preventing burnout, and program management. Documentation to be submitted as proof of all 45 hours of training is as follows: (1) copy of the conference or seminar attendance certificate, registration receipt, or attendee list that includes the applicant's name; and (2) first page of handout from each workshop attended or one-sentence summary of material presented if no handout available.

WAIVER PROVISION: Training documentation may no longer be readily available for coordinators with extensive experience, especially in the case of basic training on CCP Chapter 56. An applicant who has 10 years experience in direct victim services (five of which must be in a prosecutor's office) may sign an affidavit stating that the training requirement has been met in lieu of providing copies of training receipts.

LETTERS OF RECOMMENDATION: Five professional references are required from individuals not related to the applicant. One of the letters must be from the elected prosecutor in the jurisdiction where the applicant has been employed, and at least one of the letters must be from a local victim services agency in the community who has worked with the applicant for one year or longer. The remaining three letters can be from other victim services agencies, victims, law enforcement representatives, assistant prosecutors, or other criminal justice professionals who have knowledge of the applicant's skills and abilities in the field of victim services.

DISCLAIMER

This certificate is not a license and is not to be construed as a warranty of the applicant's ability to provide services. TDCAA will make a reasonable good faith effort to assure that: (1) the applicant has been informed of the duties of the victim assistance coordinator as designated by the district attorney, criminal district attorney, or county attorney under Chapter 56 of the Code of Criminal Procedure, and (2) the applicant has received additional training that may be conducive to the fulfillment of those duties. The applicant retains sole liability for any consequences of deliberate falsehoods, misrepresentations, or forgeries in this application and TDCAA makes no guarantee that the information in this application is accurate or complete.

REVIEW OF APPLICATION

The TDCAA Victim Services Board will review the information presented in the application, conduct any necessary interviews of the applicant or others, and make a decision whether to certify the applicant. The board reserves the right to revise the guidelines for this program as needed subject to the approval of the TDCAA Board of Directors and to take special considerations into account when warranted. Approved applicants will be notified by mail, phone, or by e-mail. Formal presentation of the certificates will be made each year at TDCAA’s Annual Criminal & Civil Law Update.

TDCAA PVAC Application Form

(Please print or type)

Return to: TDCAA Victim Services Committee, 505 W. 12th St., Suite 100, Austin, TX 78701

Phone: 512/474-2436 • Fax: 512/478-4112

DEADLINE: Jan. 31 of each year

Name: _____

Office: _____ Title: _____

Office Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

No. Years Experience in Prosecutor’s Office: _____ E-mail: _____

PVAC Application Checklist

- **MEMBERSHIP:** *(check one)*
 - ___ I am a paid member of TDCAA.
 - ___ My membership application and dues are attached.
- **EXPERIENCE:** Please attach a copy of your current resume that includes the dates of your employment with the prosecutor’s office and a description of your current job responsibilities.
- **TRAINING REQUIREMENT:** Please fill out the attached grid. Use as many additional sheets as necessary.
- **LETTERS OF RECOMMENDATION:** Please list the name and affiliation for each of your five attached letters. Letters should be addressed to the TDCAA Victim Services Committee and collected to mail along with this application.
 1. Elected prosecutor for your jurisdiction: _____
 2. Local victim service provider: _____
 3. Other: _____
 4. Other: _____
 5. Other: _____
- **ATTEST AND CONTINUING EDUCATION AGREEMENT:** Please review and sign the attached form and then submit the completed application to your elected prosecutor for signature.

TO BE COMPLETED BY APPLICANT FOR TDCAA PVAC RECOGNITION:

Please read the following statements and sign below the signify agreement with the conditions:

- I understand the duties of the victim assistance coordinator in a prosecutor's office under Chapter 56 of the Code of Criminal Procedure, and I will endeavor to continue to comply with the law to the best of my ability under the supervision of the elected prosecutor in the jurisdiction where I am employed.
- I agree that I am participating in a program that may later be discontinued or altered, and therefore I shall acquire no vested rights therein.
- I have reviewed the requirements for this recognition program, and I certify that I meet the qualifications to participate and that the documentation that I am submitting with this application is true and correct to the best of my knowledge.
- I agree to submit to a telephone interview by a member of the TDCAA Victim Services Board if needed to answer any questions about my application for this recognition.

Date

Signature

TO BE COMPLETED BY THE APPLICANT'S ELECTED PROSECUTOR:

I have reviewed this application, and I support my designated victim assistance coordinator's participation in this recognition program.

Date

Signature

Printed or Typed Name

Title

TDCAA PVAC APPLICATION TRAINING REQUIREMENT AND INSTRUCTIONS

- **TOTAL NUMBER OF HOURS:** The training hours listed on this grid must total 45 hours or more. Completion of the National Victim Assistance Academy program created by the U.S. Department of Justice's Office for Victims of Crime meets this requirement.
- **ELIGIBLE HOURS:** Training recognized by CLE, TCLEOSE social work, and/or license professional counselor educational credits are accepted under this program. Training must be on some aspect of victim services.
- **REQUIRED TOPICS:** Training must include at least one workshop on each of the following topics:
 1. Prosecutor victim assistance coordinator duties under Chapter 56 of the Code of Criminal Procedure;
 2. The rules and application process for Crime Victims' Compensation;
 3. The impact of crime on victims and survivors; and
 4. Crisis intervention and support counseling.

The required subject areas are already listed on the grid for your convenience.

- **DOCUMENTATION:** Please provide two types of documentation as proof of the 45 hours of training: (1) copy of the conference or seminar attendance certificate, registration receipt, or attendee list that includes the applicant's name (only one copy needed no matter how many workshops claimed for that conference); and (2) first page of handout from each workshop attended or one-sentence summary of material presented if no handout available. Please double-check that you have enclosed documentation for both the entire conference and each specific workshop that you list on the grid.
- **DOCUMENTATION WAIVER:** Training documentation may no longer be readily available for coordinators with extensive experience, especially in the case of basic training on CCP Chapter 56. An applicant who has 10 years experience in direct victim services (five of which must be in a prosecutor's office) may sign the following affidavit stating that the training requirement has been met in lieu of providing copies of training receipts. However, training workshops must still be listed on the grid.

Please check one: I do not meet the criteria for the documentation waiver.

I have at least 10 years experience in direct victim services (five of which have been in a prosecutor's office), and I wish to make use of the documentation waiver. I hereby certify that the training hours that I am claiming on the grid are accurate to the best of my knowledge.

Date

Signature

TDCAA PVAC Application Training Requirement Grid

Subject area	Conference & sponsoring organization	Date	Workshop title	Hours
Prosecutor VAC duties under CCP Ch. 56				
Crime Victims Compensation				
Impact of crime on victims & survivors				
Crisis intervention & support counseling				