

**OFFICE OF THE STATE ATTORNEY
Third Judicial Circuit**



**THIRD JUDICIAL CIRCUIT
OF FLORIDA**

**Volunteer
&
College - Student Internship Program**

Victim Services Volunteer and Student Internship Program

Objective: The State Attorney's Office Victim Services department provides support services to people who suffer because of a criminal act. It also works in the community to advocate for victims' rights and interests and endeavors to achieve a safer community. The volunteers and student interns will assist the Victim Services department in achieving a safer community. The Victim Services program will recruit, train and place volunteers and interns in positions to work side-by-side with victims, state attorney's office staff and other law enforcement and social service agencies. They will play an integral role in providing services to and for the State Attorney's Office in the Third Judicial Circuit. The Third Judicial Circuit includes seven counties in North-Central Florida: Columbia County, Dixie County, Hamilton County, Lafayette County, Madison County, Suwannee County and Taylor County. The State Attorney's main office is in Live Oak and the satellite offices are in Lake City, Perry, and Cross City. Their services will have a direct impact on the high-volume caseloads. The volunteers and interns will allow the Victim Services program to serve victims in a more efficient and effective manner.

Volunteer and Internship Opportunities:

- **Court Volunteer/Intern** will provide court escort services to any victim who would like to be accompanied to first appearance, arraignment, pre-trial, depositions, trial, sentencing or restitution hearing. They will assist the victim(s) with filing of protective orders. The court volunteer will aid the Assistant State Attorneys, Victim-Witness Administrator, Victim-Witness Counselors or Legal Assistants during court proceedings. The volunteer/intern will ensure that the victim has a clear understanding of what is occurring during the proceedings. They will ensure that the victims are treated with fairness and respect throughout the court process.
- **Staff Volunteer/Intern** will receive cases from the Assistant State Attorneys or Victim-Witness Administrator. The volunteer/intern will contact the victim(s) in the case. They will offer services to the victim and provide the victim with the status of the case. In addition, the staff volunteer/intern will assist the victim with completing victim impact statements and victim compensation applications as deemed appropriate. The volunteer/intern will help maintain files, prepare mailings, and calculate restitution.
- **Community Volunteer/Intern** will work directly with the Victim-Witness Administrator and other law enforcement, court, social, economic, and rehabilitative agencies or programs that provide services to crime victims. The volunteer/intern will help the victim(s) access resources, of which, they might otherwise be unaware. They will assist the Victim-Witness Administrator with the coordination of special projects and trainings during National Domestic Violence Awareness Month, National Law Enforcement Week, Crime Victim's Rights Week, Child Abuse Prevention Month and other local, state or national events related to crime or victimization.
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VOLUNTEER/INTERNSHIP REQUIREMENTS and HOW TO APPLY:

Volunteers and Interns must be at least 18 years of age, in reasonably good health, and must consent to and pass a FCIC and NCIC criminal background check. They are required to complete a forty-hour training program. Once training is completed, the volunteer and intern must be available to work a minimum of eight (8) hours per week during normal business hours. Every effort will be made to place a volunteer/intern in their desired area of interest; however, the Victim-Witness Administrator will determine the final placement.

If you are interested in becoming a volunteer or intern, please contact the Victim-Witness Administrator, Fabray Smith-Wiggins at (386)362-2320 for an application packet. Once your completed application packet is returned, a FCIC and NCIC criminal background check will be conducted. Your application will be reviewed. The State Attorney and his personnel have the right to refuse any application that is submitted. Applicants that are considered for volunteer/intern positions will be contacted for an interview. If you are selected for a position, you will be enrolled in the next available training. Upon completion of the training, you will receive on-the-job orientation by the Victim-Witness Administrator. **PLEASE NOTE THAT ALL VOLUNTEERS/INTERNS SERVE "AT THE PLEASURE" OF THE STATE ATTORNEY.**

VOLUNTEER and INTERN
Position Description

Purpose:

The purpose of the State Attorney's Office Victim Services Volunteer and Student Internship program is to provide volunteers and interns with the opportunity to assist crime victims. The collaboration between the volunteers, interns and crime victims will serve to expand the capabilities of the core program, to enhance effectiveness, and to foster greater awareness and understanding within the community of the trauma and problems that victims of crime encounter.

Volunteer/Intern Functions:

- I. The Volunteer/Intern may:
 - A. Act as a Victim-Witness Counselor which includes but is not limited to the following activities:
 1. Initiate contact with victim(s)
 2. Determine the needs of the victim(s)
 3. Provide delivery of services to victim(s) through referrals to social, economic, and rehabilitative services.
 4. Assist victim(s) with completing and filing Victim Compensation applications.
 5. Attend court proceedings and interviews with victim(s) who request and need emotional support.
 6. Attend Suwannee Valley Victim Assistance coalition and Domestic and Sexual Violence task force meetings.
 7. Assist victim(s) with completing Victim Impact Statements.
 8. Assist victim(s) with calculating restitution.
 9. Serve as a point of contact between victim(s) and Assistant State Attorneys.

- II. The Volunteer/Intern shall:
 - A. Report directly to the Victim-Witness Administrator.
 - B. Enter into a written agreement to provide services as a volunteer/intern.
 - C. Follow Victim-Witness Administrator and Assistant State Attorney(s) directives on work assignments.
 - D. Maintain timesheet and activity record.
 - E. Complete trainings and orientations successfully.
 - F. Consent to and pass a FCIC/NCIC criminal background check.

Office of the State Attorney, Third Judicial Circuit
Victim Services Volunteer and Student Internship Program Guidelines

1. **CONFIDENTIALITY IS A MUST!** You will have access to sensitive and confidential information. To respect the victim's privacy and avoid jeopardizing the case, confidentiality must be maintained. Confidentiality is a legal requirement and an office policy that shall be observed.
2. Office hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. Volunteers/interns must maintain the specified hours agreed upon by the volunteer and the Victim-Witness Administrator.
3. Volunteers shall not respond to any questions by the media. A careless or unguarded statement could jeopardize the prosecutor's case or cause distress to the victim.
4. Business attire or neat casual dress is acceptable in the office. In court, business attire is expected. A more casual dress is allowed on Fridays. (Please refer to the State Attorney's Office Policy Manual).
5. Your conduct and demeanor are a direct reflection on the State Attorney's Office and should always be professional in the office, in the community and when working directly with crime victims and other agencies.
6. Never, under any circumstances, give out your or another staff member's personal contact information. It is a good practice to always tell victims to contact you at the office, on the office toll-free number or on the assigned office cell phone, if necessary.
7. Never make promises to victims that you cannot keep. Remember to let your word be your bond, or in other words, do not make offers that you are not certain you can deliver. Try to keep a realistic perspective of what you are and are not capable of doing. Do not be afraid to say "NO, I'm sorry, but I can't..." Victims are less likely to trust and believe in you when you make them promises that cannot be fulfilled.
8. Never lend money to a victim. You can be assured that you will hear at least one heart-wrenching, hard luck story while you are with the program. Some of the victim's stories of misery and strife will be very real and very tragic at times. You should not feel a need or obligation to financially rescue any victim. There are many services and agencies which can provide some type of assistance to victims. You can refer victims to those agencies.
9. Unless it is unavoidable, never go alone to a victim's home. Your safety comes first! There will be times when a victim really cannot come into the office for an appointment due to lack of transportation, illness, or other circumstances. If you are aware of a victim in such a situation, you should let the Victim-Witness Administrator know immediately and arrangements will be made for that victim.

10. Always document every contact you have with a victim. Even if a victim calls and talks to you for a few minutes, log it into STAC and onto your log sheet. This will help the next Victim-Witness Counselor and other staff members to know what services you have provided in assisting the victim.
11. You should never take files home with you.
12. All work assignments should be submitted in a timely manner.
13. As we strive to provide needed services to crime victims in our community, your commitment as a volunteer/intern is important to help fulfill the goals of the program. Therefore, it is imperative that you contact the Victim-Witness Administrator concerning any inability to meet your commitment or any change in your volunteer status.

OFFICE OF THE STATE ATTORNEY

Third Judicial Circuit of Florida
John F. Durrett, State Attorney
310 Pine Avenue SW
Live Oak, Florida 32064
Tel: (386)362-2320
Fax: (386)362-1509

**VICTIM SERVICES PROGRAM
Volunteer & Student Internship application**

Date: _____

Name: _____
(First) (Last) (Middle)

Address: _____ Zip Code: _____

Telephone: _____ (H); _____ (W); _____ (Cell)

DOB: _____ Race: _____ Sex: _____

SS#: _____ Email address: _____

(Circle ONE)

Volunteer Position Desired: Court Volunteer Staff Volunteer Community Volunteer

Have you ever been employed or volunteered with us in the past? [] Yes [] No

If so, month and year:

Date you will be available to begin volunteering?

What weekday(s) will you be available for assignments:

What time of the day are you available to volunteer?

Employment Information
Attach additional sheet, if necessary

Current Employer: _____

Address/Phone: _____

Position: _____ Name of Supervisor: _____

Duties and responsibilities: _____

Previous Employer: _____

Address/Phone: _____

Position: _____ Name of Supervisor: _____

Duties and responsibilities: _____

Date of Employment: Begin: _____ End _____

Present and Previous Volunteer Experience

Agency/Organization: _____

Address/Phone: _____

Volunteer Position: _____ Name of Supervisor: _____

Duties and responsibilities: _____

Date of Employment: Begin: _____ End _____

Agency/Organization: _____

Address/Phone: _____

Volunteer Position: _____ Name of Supervisor: _____

Duties and responsibilities: _____

Date of Employment: Begin: _____ End _____

List Organizations to which you belong (Fraternity, Civic, Religious, Business):

List any special skills and/or training (language, negotiation/mediation skills, counseling experience, etc.):

Educational Information

Education: (Please circle the highest level of education completed)

1 2 3 4 5 6 7 8 9 10 11 12 College: 1 2 3 4 Graduate School

Degree(s) Earned, if applicable: _____

Criminal Background Information

Have you ever been arrested or convicted of a crime? [] Yes [] No
If yes, please describe in full:

Have you ever been placed on probation? [] Yes [] No
If yes, please describe in full:

Do you know someone who currently or previously has a criminal case pending in the any of the following counties: Columbia, Dixie, Hamilton, Lafayette, Madison, Suwannee, or Taylor? [] Yes [] No; If yes, please describe in full:

Personal References

Please provide name, address, and phone number of two personal references who are not related to you.

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

CERTIFICATION

I HEREBY CERTIFY that all statements made on this application are true, correct, and complete to the best of my knowledge. I give the State Attorney’s Office the right to investigate all information contained in this application and to secure additional information about me, if related to my volunteer/intern position. I hereby release from liability the State Attorney’s Office and its representatives for seeking such information and all other persons, corporations, or organizations for furnishing such information. Also, as a condition of volunteering/interning, I hereby authorize the Office of the State Attorney to request the Florida Department of Law Enforcement to conduct a background check. I am aware that any omissions, falsifications, misstatements, or misrepresentations above may be grounds for termination of volunteer/intern services. Additionally, I understand that I must disclose to the State Attorney’s Office any future arrests and/or convictions or adjudications of guilt withheld which may occur during my tenure with the Office, and that failure to do so may also result in dismissal.

I understand that all volunteers/interns of the State Attorney’s Office are volunteer’s at-will. Both the volunteer and the State Attorney’s Office have the right to terminate service at any time for any reason.

Volunteer Signature: _____ **Date:** _____

SEND YOUR COMPLETED APPLICATION TO:
State Attorney's Office
Attn: Fabray Smith-Wiggins
310 Pine Avenue SW
Live Oak, Florida 32064

**Office of the State Attorney, Third Judicial Circuit
Victim Services**

**Volunteer & Student Internship Program
Confidentiality Agreement**

Volunteer/Intern Full Name: _____

- I. I agree that I will not have *intentional contact* with any victim outside of the program, either by phone or face-to-face.
- II. I agree that I will not disclose the identity of any victim or any information concerning a victim to anyone that is not employed with the Office of the State Attorney, Third Judicial Circuit of Florida, unless instructed to do so by the State Attorney, Assistant State Attorney, or Victim-Witness Administrator.
- III. I agree that I will not disclose any information concerning any cases investigated or prosecuted by the State Attorney’s Office, Third Judicial Circuit.
- IV. I agree that I will not disclose any personal or work-related information concerning the employees of the State Attorney’s Office, Third Judicial Circuit.
- V. I will not destroy or remove any records from this office and will not comply with any request to do so.
- VI. I understand that the records and communications received in the course of this work are strictly confidential and as a volunteer/intern, I assume a primary obligation and responsibility to safeguard information concerning private citizens, victims, and witnesses who may contact our office.
- VII. In the event of my withdrawal from volunteering or interning, I agree to keep confidential **all** sensitive information I have gained through my work.
- VIII. I have read and understand that statutes concerning confidentiality and public records as it applies to victims and will abide by those statutes.

I have read and understand the Office of the State Attorney, Third Judicial Circuit, Volunteer and Student Internship Program Guidelines and Confidentiality Agreement. I agree to abide by the outlined guidelines and agreement of the program.

Signature of Volunteer / Intern

Date