



Proposal Cover Sheet

RFP PROCESS

HUMAN TRAFFICKING ADVOCACY (HA) PROGRAM

Submitted by:
Kirk Haynes
Chief Probation Officer

Fresno County
Probation Department
3333 East American, Suite B
Fresno, CA 93725

(559) 600-1298

(Cal OES Use Only)

Cal OES# 019-00000-17 FIPS# 019-00000 AP VS# AD Subaward # HA1801 0100 AD

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

The California Governor's Office of Emergency Services (Cal OES), makes a Grant Subaward of funds set forth to the following:

1. Subrecipient: Fresno County 1a. DUNS#: 932953037
2. Implementing Agency: Probation Department 2a. DUNS#: 932953037
3. Implementing Agency Address: 3333 American Ave, Suite B Fresno 93725-9248
4. Location of Project: Fresno Fresno 93721-2613
5. Disaster/Program Title: Human Trafficking Advocacy (H-T) Program 6. Performance Period: 01/01/2019 to 12/31/2019
7. Indirect Cost Rate: ☒ N/A; ☐ 10% de minimis; ☐ Federally Approved ICR _____ %

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2018	8. VOCA		150,000		37,500		37,500	187,500
Select	9. Select						\$ 0	\$ 0
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
	TOTALS	\$ 0	150,000	150,000	37,500	\$ 0	37,500	187,500

13. Certification: This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. CA Public Records Act - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. Official Authorized to Sign for Subrecipient: Nathan Magsig 16. Federal Employer ID Number: 94-6000512

Name: Nathan Magsig Title: Chairman, Board of Supervisors

Telephone: (559) 600-5000 FAX: (559) 600-1609 Email: District5@co.fresno.ca.us

Payment Mailing Address: 3333 E. American Ave, Suite B City: Fresno Zip+4: 93725-9248

Signature: [Signature] Date: 2-26-19

(FOR Cal OES USE ONLY)

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

Mary Buckner 3/21/19 [Signature] 3-21-19

Cal OES Fiscal Officer Date Cal OES Director (or designee) Date

ATTEST:
BERNICE E. SEIDEL
Clerk of the Board of Supervisors
County of Fresno, State of California

By Susan Bishop

Yr: 2018-19 / Chapter: 29/ PCA No: 18408
Item: 0690-102-0890 Component: 40.20.451
FAIN #: 2018-V2-GX-0029 CFDA#: 16.575
Federal Award Dates: 10/01/17 - 09/30/21
Fund: Federal Trust
Program: Human Trafficking Advocacy Program
Match Req: 20%, C/IK based on TPC
Project No.: 18VOCA Amount: \$150,000

ML# 675042

RECEIVED

100 1/19

027 230

PROJECT CONTACT INFORMATION

Subrecipient: Fresno County

Subaward #: _____

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below. **NOTE: If you use a PO Box address, a street address is also required for package delivery and site visit purposes.**

1. The **Project Director** for the project:

Name: Joy Thompson

Title: Probation Division Director

Telephone #: 559-600-1295

Fax#: 5594552421

Email Address: jthompson@fresnocountyca.gov

Address/City/Zip: 3333 E. American Ave. Suite B, Fresno, CA 93725-9248

2. The **Financial Officer** for the project:

Name: Greg Reinke

Title: Administration Division Director

Telephone #: 559-600-1247

Fax#: 5594554785

Email Address: greinke@fresnocountyca.gov

Address/City/Zip: 3333 E. American Ave, Suite B, Fresno 93725-9248

3. The **person** having **Routine Programmatic** responsibility for the project:

Name: Karen Roach

Title: Probation Services Manager

Telephone #: 559-600-1675

Fax#: 5596001680

Email Address: kroach@fresnocountyca.gov

Address/City/Zip: 2233 Kern Street, Fresno, CA 93721-2613

4. The **person** having **Routine Fiscal Responsibility** for the project:

Name: Norabelle Elegado

Title: Supervising Accountant

Telephone #: 559-600-1246

Fax#: 5596001304

Email Address: nelegado@fresnocountyca.gov

Address/City/Zip: 3333 E. American Ave, Bldg. 702, Fresno, CA 93725-9247

5. The **Executive Director** of a Community Based Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: Kirk Haynes

Title: Chief Probation Officer

Telephone #: 559-600-1298

Fax#: 5594552460

Email Address: khaynes@fresnocountyca.gov

Address/City/Zip: 3333 E. American Ave, Suite B, Fresno, CA 93725-9248

6. The **Official Designated** by the Governing Board to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: Nathan Magsig

Title: Chairman, Board of Supervisors

Telephone #: 559-600-5000

Fax#: 5596001609

Email Address: District3@co.fresno.ca.us

Address/City/Zip: 2281 Tulare St., Room #300, Fresno, CA 93721

7. The **chair** of the **Governing Body** of the subrecipient:

Name: Nathan Magsig

Title: Chairman, Board of Supervisors

Telephone #: 559-600-5000

Fax#: 5596001609

Email Address: District3@co.fresno.ca.us

Address/City/Zip: 2281 Tulare St., Room #300, Fresno, CA 93721

SIGNATURE AUTHORIZATION

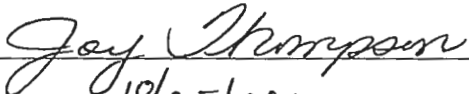
Subaward #: _____

Subrecipient: Fresno County

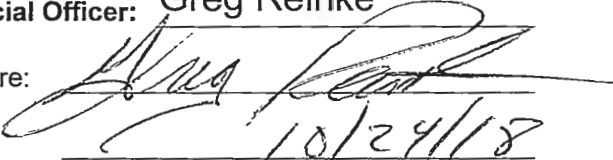
Implementing Agency: Probation Department

*The **Project Director** and **Financial Officer** are **REQUIRED** to sign this form.

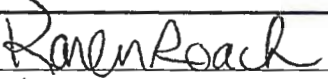
***Project Director:** Joy Thompson

Signature: 
Date: 10/25/18

***Financial Officer:** Greg Reinke

Signature: 
Date: 10/24/18

The following persons are authorized to sign for the
Project Director


Signature
Karen Roach
Print Name

Signature

Print Name

Signature

Print Name

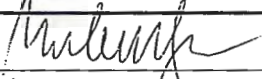
Signature

Print Name

Signature

Print Name

The following persons are authorized to sign for the
Financial Officer


Signature
Norabelle Elegado
Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

CERTIFICATION OF ASSURANCE OF COMPLIANCE

The applicant must complete a Certification of Assurance of Compliance (Cal OES 2-104), which includes details regarding Federal Grant Funds, Equal Employment Opportunity Program, Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, Proof of Authority from City Council/Governing Board, and Civil Rights Compliance. The applicant is required to submit the necessary assurances and documentation before finalization of the Grant Subaward. In signing the Grant Subaward Face Sheet, the applicant formally notifies Cal OES that the applicant will comply with all pertinent requirements.

Resolutions are no longer required as submission documents. Cal OES has incorporated the resolution into the Certification of Assurance of Compliance, Section VII, entitled, "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization (original signature) from the City Council/Governing board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand. This requirement does not apply to state agencies.

CERTIFICATION OF ASSURANCE OF COMPLIANCE

I, **Nathan Magsig**

hereby certify that

(official authorized to sign Subaward; same person as Section 15 on Subaward Face Sheet)

SUBRECIPIENT: **Fresno County**

IMPLEMENTING AGENCY: **Probation Department**

PROJECT TITLE: **Human Trafficking Advocacy (HA) Program**

is responsible for reviewing the *Subrecipient Handbook* and adhering to all of the Subaward requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

I. Federal Grant Funds

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the Subrecipient Handbook for more detail.

- ☒ The above named Subrecipient receives \$750,000 or more in federal grant funds annually.
- ☐ The above named Subrecipient does not receive \$750,000 or more in federal grant funds annually.

II. Equal Employment Opportunity – (*Subrecipient Handbook Section 2151*)

It is the public policy of the State of California to promote equal employment opportunity (EEO) by prohibiting discrimination or harassment in employment because of ancestry, age (over 40), color, disability (physical and mental, including HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, medical condition (genetic characteristics, cancer or a record or history of cancer), military, veteran status, national origin, race, religion (includes religious dress and grooming practices), sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions) sexual orientation, or request for family medical leave. **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: **Jean M. Rousseau**

Title: **County Administrative Officer**

Address: **2281 Tulare Street, Rm 304, Fresno, CA 93721**

Phone: **559-600-1710**

Email: **jrousseau@fresnocountyca.gov**

III. Drug-Free Workplace Act of 1990 – (Subrecipient Handbook, Section 2152)

The State of California requires that every person or organization subawarded a grant or contract shall certify it will provide a drug-free workplace.

IV. California Environmental Quality Act (CEQA) – (Subrecipient Handbook, Section 2153)

The California Environmental Quality Act (CEQA) (*Public Resources Code, Section 21000 et seq.*) requires all Cal OES funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

V. Lobbying – (Subrecipient Handbook Section 2154)

Cal OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

VI. Debarment and Suspension – (Subrecipient Handbook Section 2155)

(This applies to federally funded grants only.)

Cal OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

VII. Proof of Authority from City Council/Governing Board

The above-named organization (Applicant) accepts responsibility for and will comply with the requirement to obtain a signed resolution from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Subaward, including civil court actions for damages, shall be the responsibility of the grant Subrecipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the city council/governing board.

The applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

VIII. Civil Rights Compliance

The Subrecipient complies will all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices and does not use federal financial assistance to engage in explicitly religious activities.

All appropriate documentation must be maintained on file by the project and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Subrecipient may be ineligible for subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION

I, the official named below, am the same individual authorized to sign the Subaward [Section 15 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: _____

Authorized Official's Typed Name: _____

Nathan Magsig

Authorized Official's Title: _____

Chairman, Board of Supervisors

Date Executed: _____

2-22-19

Federal Employer ID #: _____

94-6000512

Federal DUNS # _____

932953037

Current System for Award Management (SAM) Expiration Date: _____

05/08/2019

Executed in the City/County of: _____

Fresno

AUTHORIZED BY: *(not applicable to State agencies)*

- ☐ City Financial Officer
☐ City Manager
☐ Governing Board Chair

- ☒ County Financial Officer
☐ County Manager

Signature: _____

Oscar J. Garcia

Typed Name: _____

Oscar J. Garcia

Title: _____

Auditor-Controller/Treasurer-Tax Collector

ATTEST:
BERNICE E. SEIDEL
Clerk of the Board of Supervisors
County of Fresno, State of California

By Susan Bishop
Deputy

Project Narrative

1. Problem Statement

a.) As a member of the criminal justice system, the Fresno County Probation Department's mission is to provide protection for the community, support victim advocacy, and deliver essential services to the courts. Under the Fresno County Probation Department, the James Rowland Crime Victim Assistance Center (CVAC) has been providing services to crime victims since 1975. Victims of crime, including human trafficking, receive comprehensive services, including the 14 mandatory and ten optional services per Penal Code Section 13835. In 2017, CVAC provided services to 7,680 new victims of crime.

Fresno County is the sixth largest of 58 California counties covering 6,017 square miles and offering both rural and urban lifestyles. Per the California Department of Finance, Fresno is the tenth most populated county with 1,007,299 residents with 65% of the population residing in urban areas with the remainder in rural and agricultural areas. Located at the center of the state, Fresno is between other human trafficking hubs- Sacramento, San Francisco, and Los Angeles.

b.) Fresno is ranked #7 for cases reported to the National Human Trafficking Hotline California. From 2010-2018, 711 human trafficking victims have been identified in Fresno County reports the Fresno Economic Opportunities Commission (EOC), a private, non-profit corporation founded in 1965 to fight poverty. To develop and implement a formal system of networking, referral, and coordination and collectively meet the needs of victims of human trafficking, the Fresno County Departments of Probation, Social Services, Public Health, and Behavioral Health in October 2015, entered into an Operational Agreement and established the Commercially Sexually Exploited Children (CSEC) Program Steering Committee and have been working to identify, rescue, and help victims of human trafficking.

Human trafficking is so rampant in Fresno, the local newspaper, the Fresno Bee, cites a local Fresno Police Department detective who states “I’ve had (sex trafficking) victims from every high school in Fresno County –and most junior high schools”. The Fresno Bee further reports that technology and social media now give traffickers access to hundreds of women and children. Due to the growing occurrence of human trafficking, in January 2018, the Fresno County Superior Court launched a juvenile human trafficking court, known as Friday Court, a collaborative court calendar where everyone works together to support exploited youth and/or those who have exhibited high risk behaviors making them vulnerable to victimization. Since inception, 27 minors have voluntarily participated in Friday Court.

Multi-agency gang unit investigators say money fuels the crime. Human trafficking is the number two source of revenue of criminal street gangs right behind drug sales; experts believe it will be number 1 in the next 5-10 years.

According to the District Attorney’s Office, human trafficking is already an epidemic and recently formed a Human Trafficking Prosecution Unit. In one of California’s first farm labor trafficking cases, a Fresno County jury convicted Efren Alvarez of trafficking and extortion. The labor crew supervisor took advantage of female employees by obtaining their visas as collateral for a loan and threatened to harm and report them to immigration.

As stated above, Fresno is ranked #7 for cases reported to the National Human Trafficking Hotline California. Of the 711 human trafficking victims identified in Fresno County, 647 are female, 236 are under the age of 12, 171 are foreign-born, 545 are victims of sex trafficking, 129 are victims of labor trafficking, and 31 are victims of both. While human trafficking is a crime with no demographic boundaries, certain circumstances impact victimization and cultivate vulnerability. Traffickers prey on vulnerabilities and ensnare

individuals into victimization. Vulnerabilities such as poverty, runaway and homeless youth, and immigrants are prevalent in Fresno County:

- 26% of the population and 29% of children under the age of 18 live below the poverty level according to the State of California Employment Development Department.
- Fresno County is home to 200,000 immigrants and more agricultural workers than any other county in the nation according to the University of Southern California.
- There are 2,800 runaways in Fresno every year; more frightening is that on average 1/3 of all runaways are recruited for pornography or prostitution within 48 hours of leaving home according to the Fresno Police Department.
- The number of runaway youth in Fresno is nearly double the State average according to the Fresno EOC.
- Fresno Bulldogs, one of the most violent and active area gangs with a membership around 12,000, is known for sex trafficking of minors according to Fresno Police.

c.) The CVAC where the Senior Victim/Witness Advocate will be located is supervised by a Probation Services Manager (PSM) who reports to the Director of the Personnel Development & Research Division. The Directors reports to the Chief Probation Officer.

d.) There is no specific funding for human trafficking activities. However, CVAC is currently funded through the Cal OES' Victim/Witness Assistance (VW) and the Victim Services (XC) Programs fund CVAC which provide services to all victims of crime.

e.) Due to CVAC's internal organization and staffing, CVAC does not have one dedicated advocate to work solely with human trafficking victims. Currently, human trafficking victims are served by various advocates in the CVAC. While consistency in the services provided to victims is key, having multiple advocates working with this unique population with

limited specialized knowledge brings challenges. In an effort to deliver a streamlined and consistent service level, one dedicated Senior Victim/Witness Advocate will help fill this need. The Senior Victim/Witness Advocate will serve as the subject-matter expert of the CVAC, will develop innovative strategies to collaborate with and coordinate services across criminal justice, social services agencies, and community-based service providers. This Senior Victim/Witness Advocate will provide direct services to this specialized caseload, conduct outreach to increase awareness of human trafficking and services available to victims, support victims by navigating the different systems such as criminal justice, child welfare, immigration, etc. and link victims to short-term necessities like clothing, food, and emergency shelter and medical care to longer-term needs like substance abuse and/or mental health services, permanent housing, child care, and life skills for reintegrating into society.

f.) Presently, CVAC lacks the resources to dedicate staffing to manage a human trafficking specialized caseload and address the challenges of providing services specifically to human trafficking victims on a full-time basis. Among the many challenges and barriers in responding to the needs of human trafficking victims are: victims are reluctant to come forward because they fear retribution from their traffickers, fear arrest and deportation, or feel shame due to the stigma of trafficking; many persons who are experiencing trafficking do not identify as such thus, victims often go unidentified and unserved; transitional and permanent housing is scarce; service providers to provide comprehensive services for all victims regardless of age, gender, immigration status, or sexual orientation are limited; availability of therapeutic groups is limited; culture/language- gender- and/or age-appropriate services are scarce; communication between agencies and hotels or taxi services does not exist; lack of knowledge and understanding of what services are available is a barrier for victims, agencies, and service providers alike.

2. Plan

a.) If awarded Cal OES funds, in an effort to deliver a streamlined and consistent service level, a full-time experienced Senior Victim/Witness Advocate will be assigned to manage and implement the project in relation to providing services to victims of human trafficking. This Senior Victim/Witness Advocate will receive specialized training related to human trafficking, will be designated to manage all human trafficking cases exclusively, and will serve as the subject-matter expert of the CVAC. As the subject-matter expert, the Senior Victim/Witness Advocate dedicated to the human trafficking specialized caseload will provide direct services to the victims of the caseload, develop innovative strategies to collaborate with and coordinate services across criminal justice and social services agencies; and community-based service providers, conduct outreach to increase awareness of human trafficking and services available to victims, support victims by navigating the different systems such as criminal justice, child welfare, immigration, etc. and link victims to short-term necessities like clothing, food, and emergency/transitional shelter and medical care to longer-term needs like substance abuse and/or mental health services, permanent housing, child care, and life skills for reintegrating into society.

For commercially and sexually exploited minors, the response from the Senior Victim/Witness Advocate will be: victim-centered, trauma informed, strengths-based, developmentally appropriate, culturally, linguistically, and LGBTQ competent and affirming services, committed to active efforts that engage commercially and sexually exploited children early and often, multidisciplinary, individualized, flexible, and timely, and data and outcome driven. This Senior Victim/Witness Advocate will participate in the Commercially and Sexually Exploited Children Steering Committee's multidisciplinary team. In addition, will participate in

Friday Court and the Friday Court Steering Committee.

b.) The PSM manages and oversees the daily operations and activities of CVAC. Sample of duties are: develops, evaluates, coordinates, and communicates CVAC goals and services in collaboration with and to department administration and subordinates; oversees grant program operations; establishes and maintains liaison with the courts, government and community agencies, and law enforcement agencies; manages a budget specific to the program; prepares and/or directs the preparations of reports, confers with staff regarding cases and monitors implemented resolution case plans; represents the Department in meetings with commissions, committees, community agencies and other public groups; interviews, selects, and supervises subordinate staff

The role and responsibilities of the Senior Victim/Witness Advocate is:

- maintain a caseload of human trafficking victims
- provide emergency assistance, and informal counseling in response to needs of victims
- assist in relocation services as needed
- interview victims to determine eligibility for services from the Crime Victim Assistance Center and assist crime victims with claims for financial assistance
- interpret and explain laws and regulations governing victims' rights, the criminal justice center, and court proceedings
- conduct presentations to law enforcement, schools, community and justice system agencies, victim groups, and professional groups
- prepare Victim Impact Statements for Court
- accompany crime victims and witnesses to court provide support and assistance during court proceedings

- refer victims for psychological, physical, medical, or social services
- provide human trafficking training to less experienced staff
- prepare correspondence to victims, state agencies, and local agencies
- perform related duties in support of victims of crime

c.) The PSM has served in a managerial capacity for more than 12 years, currently supervises subordinate staff, maintains professional relationships with various agencies which are critical to CVAC, and has experience in the areas of grant oversight, creation and implementation of various programs, and management of office budget. The PSM has completed training on topics such as ‘Domestic Violence Courts and the Intersection with Human Trafficking’, ‘Commercially and Sexually Exploited Children and At-Risk Youth Initiative Strategic Planning’, ‘Victim Coordinator Training’, ‘Leave no Victim Behind’, ‘Organization Skills for Peak Performance’, ‘Interacting Effectively with the Mentally Ill’, ‘Supervisor’s Leadership Academy’, and ‘What is Dual Diagnosis’. Minimum qualifications for a PSM include a Bachelor’s degree, that is acceptable within the United States’ accredited college or university system and five years experience as a sworn peace officer in the Probation Department.

If awarded, a full-time experienced Senior Victim/Witness Advocate will be assigned to manage and implement the project in relation to providing services to victims of human trafficking. The designated Advocate has been providing direct services to victims of crime since 1998. She provided direct services to victims of juvenile offenders from 1999 to 2006. She currently oversees sexual assault, human trafficking, and child abuse cases since 2006. She has developed and maintains relationships with agencies such the District Attorney’s Office, Superior Court, law enforcement, and community-based organizations providing services to

human trafficking victims. The Senior Victim/Witness Advocate has completed training on 'Human Trafficking: Law Enforcement Response and Investigation', 'Advanced Immigration for Victim Advocates', Fresno Police Department Human Trafficking Training', Best Practices in Servicing LGBTQ Individuals and Families', 'California Victim Services Human Trafficking Training', Trauma Informed Client Management', 'Leadership Training' and 'Recognizing Signs of Child Abuse'. Minimum requirements for a Senior Victim/Witness Advocate are:

Option 1

Possession of a Bachelor's degree which is acceptable within the United States' accredited college or university system in Psychology, Sociology, Social Work, Criminology, or a closely related field.

Option 2

Completion of 60 semester units of coursework which is acceptable within the United States' accredited college or university system. At least 15 of the required semester units must be in Psychology, Sociology, Social Work, Criminology, or a closely related field and two years of full-time, paid work experience providing victim services.

One Senior Victim/Witness Advocate position will be 100% funded by the budget of this grant for forty hours per week and dedicated 100% of her time to this program. The PSM position will not be funded by the budget of this grant. A current resume along with the job description that describes the title, responsibilities, education and experience for the Senior Victim/Witness Advocate position, for whom the grant funds are requested, are attached.

Volunteer services will also be available to assist the victim population. Many of the volunteers will come from Fresno State University and will likely have a Bachelor's degree/certificate in Victimology. In addition, volunteers may come from other higher education

institutions. The Probation Department recruits volunteers through colleges, job fairs, community presentations and service agencies. Volunteers are required to complete an application similar to an employment application and agree to submit to a background check.

d.) CVAC has been part of the community since 1975 and has established and maintained successful working relationships with all entities that play a role in the support of human trafficking victims and their families. Among them are federal agencies such as the Federal Bureau of Investigation, Department of Justice and US Homeland Security. CVAC receives referrals from these agencies to provide services to the referred victims. Among the state government agencies with which continuous collaboration exists is the California Victim Compensation Board and the California Department of Corrections and Rehabilitation. Over the long history of CVAC, a plethora of local organizations exist with which CVAC collaborates. Among them are: Fresno County Departments of Social Services, Public Health, and Behavioral Health; local police departments of Fresno and Clovis as well as with the smaller police departments in Fresno County such as Sanger and Reedley; community based organizations who combat human trafficking such as Marjaree Mason Center, Breaking the Chains, Made for Them, Catholic Charities, Central California Legal Services, Centro La Familia, LGBTQ/SOGIE organizations, Central Valley Justice Coalition, Mollie's House and Fresno Economic Opportunities Commission.

3. CAPABILITIES

a.) CVAC is unable to fund a Senior Victim/Witness Advocate position without this Cal OES award. If awarded, Cal OES will fund the position 100% at 40 hours per week.

b.) CVAC has been providing comprehensive services to victims of crime, since 1975. CVACs case management system started capturing specifically the human trafficking statistics in

2016. From July 2016 through August 2018, the number of human trafficking (sex) victims assisted through CVAC services total 120 and the human trafficking (labor) cases total 35. According to the Department of Social Services' Child Welfare Division with which CVAC collaborates and is responsible for conducting the screening of youth at intake during Fiscal Year 2017-18:

- Number of calls to the hotline/intake alleging a youth is a victim of Commercial Sexual Exploitation (CSE) which resulted in a referral recurring further investigation: 156
- Number of CSE victims identified: 54
- Number of children/youth identified as at-risk of CSE: 124

c.) Since its inception in 1975, CVAC has played a vital role in victim advocacy in the community. Through outreach and collaboration with local human trafficking working groups, CVAC works and partners with:

- Central Valley Freedom Coalition Quarterly Steering Committee whose objective is 'through advocacy, partnership, and direct service, to abolish all forms of human trafficking and free victims from the grip of slavery'. Steering Committee members include community based organizations and local government agencies. CVAC joined the Steering Committee in 2010.
- Commercial Sexual Exploitation of Children Steering Committee which aims to address the needs of child trafficking with a multidisciplinary and regional perspective and has been building capacity for a collaborative response in serving minor victims. Steering Committee members are the Fresno County Departments of Social Services, Probation, Public Health, and Behavioral Health. CVAC joined the Steering Committee in 2015.

- Friday Court Steering Committee which aims to keep youth safe and supported; youth 12-17 years old are referred by a defense attorney, social worker, probation officer or a judge because of exploitation based safety concern and are paired with trained advocates and receive customized support every step of the process, and are connected to the support and resources they need. Steering Committee members are Fresno County Superior Court, Public Defender's Office, District Attorney's Office, Probation Department, Department of Behavioral Health and local law enforcement agencies. CVAC joined the Steering Committee at its inception in 2017.

d.) CVAC has been part of the community since 1975 and has established and maintained successful working relationships with all entities that play a role in the support of human trafficking victims and their families. Among them are federal agencies such as the Federal Bureau of Investigation, Department of Justice and US Homeland Security. CVAC receives referrals from these agencies to provide services to the referred victims. Among the state government agencies with which continuous collaboration exists is the California Victim Compensation Board and the California Department of Corrections and Rehabilitation.

Over the long history of CVAC, a plethora of local organizations exist with which CVAC collaborates. Among them are: Fresno County Departments of Social Services, Public Health, and Behavioral Health; local police departments of Fresno and Clovis as well as with the smaller police departments in Fresno County such as Sanger and Reedley; faith-based and community-based organizations who combat human trafficking such as Marjaree Mason Center, Breaking the Chains, Made for Them, Catholic Charities, Central California Legal Services, Centro La Familia, LGBTQ/SOGIE organizations, Central Valley Justice Coalition, Mollie's House and Fresno Economic Opportunities Commission.

e.) Many of the volunteers will come from Fresno State University and will mostly likely have a Bachelor's degree/certificate in Victimology. In addition, volunteers may come from other higher education institutions. The Probation Department recruits volunteers through colleges, job fairs, community presentations and service agencies. Volunteers are required to complete an application similar to an employment application and agree to submit to a background check.

Budget Narrative

In order to support the goals and objectives of providing direct services to the Human Trafficking Advocacy (HA) Program, Fresno County Probation is proposing a total grant application amount of \$187,500 of which \$150,000 is from the California Office of Emergency Services (Cal OES) and \$37,500 is the required match from the County of Fresno.

The Fresno Probation Department proposes one (1) FTE permanent Senior Victim Advocate, which is included in the Personal Services – Salaries/Employee Benefits section. The salary of the position is projected at the actual Range and Step and is subject to mid-year adjustments for the position incumbent. A portion of the salaries of the Senior Victim Advocate will be designated to meet the required cash match. The Senior Victim Advocate position requires bachelor's degree in one or more of the following disciplines: psychology, sociology, criminology or a related field or a total of 60 semester units of academic work and two years of experience in victim advocacy.

The Senior Victim/Witness Advocate position will maintain a caseload of human trafficking victims, provide emergency assistance and informal counseling in response to needs of victims, assist in relocation services as needed, interview victims to determine eligibility for services from the Crime Victim Assistance Center, assist crime victims with claims for financial assistance, interpret and explain laws and regulations governing victims' rights, the criminal justice center, and court proceedings, conduct presentations to law enforcement, schools, community and justice system agencies, victim groups, and professional groups, prepare Victim Impact Statements for Court, accompany crime victims and witnesses to court, provide support and assistance during court proceedings, refer victims for psychological, physical, medical, or social services, provide human trafficking training to less experienced staff, and prepare

correspondence to victims, state agencies, and local agencies. One hundred percent of the Senior Victim/Witness Advocate position is committed to providing direct services for this grant program.

The Operating Expenses include costs to provide direct services to victims including emergency/transitional housing and emergency assistance (food, clothing, and other items). Vehicle usage, telephone, data processing (computer rental, Microsoft Enterprise License, etc.) and office supplies and equipment to be used by the Senior Victim/Witness Advocate assigned this grant are also included. In addition, the Operating Expenses include funding for the Senior Victim/Witness Advocate to attend trainings on Human Trafficking and provide Outreach to the community to promote the available services (e.g. radio and television).

In order to minimize administration costs and support direct services to victims, the implementing agency (Probation Department) absorbs operating expenses, including, in part, liability insurance, PeopleSoft financial charges (financial system), and costs associated with building maintenance. The salaries of the Project Director and Financial Officer are not paid by funds from this grant; however, they provide direct services regarding the fiscal requirements of this grant. The Financial Officer reviews documents for financial matters required by the grant, prepares the budget and any modifications, monitors compliance with regulations and procedures mandated by the funding source, and ensures the appropriate expenditure of grant funds.

Volunteer services will also be available to assist the victim population. Many of the volunteers will come from Fresno State University and will likely have a Bachelor's degree/certificate in Victimology. In addition, volunteers may come from other higher education institutions. The Probation Department recruits volunteers through colleges, job fairs,

Subrecipient: Fresno County Subaward #: _____

community presentations and service agencies. Volunteers are required to complete an application similar to an employment application and agree to submit to a background check.

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient:		Subaward #:		
	VOCA18	VOCA18 MATCH		
A. Personal Services – Salaries/Employee Benefits			COST	
SR. VICTIM WITNESS ADVOCATE (Tier 1) 1 @ 100 % Salary - \$2,063 x 26.1 pay period = \$53,844 Overtime - \$25.79/hr x 1.5 x 100 hrs = \$3,869 Unemployment - \$39 per EE per annum Retirement - 62.39% of Salary (\$53,844 x 62.39% = \$33,593) OASDI - 7.65% of Salary & Overtime (\$53,844 + \$3,869 x 7.65% = \$4,415) Health Insurance - \$10,797 per annum Benefit Administration - \$165 per annum	\$16,344 \$3,869 \$39 \$33,593 \$4,415 \$10,797 \$165	\$37,500	\$53,844 \$3,869 \$39 \$33,593 \$4,415 \$10,797 \$165	
Personal Section Totals	\$69,222	\$37,500	\$106,722	
PERSONAL SECTION TOTAL	\$106,722			

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient:		Subaward #:		
		VOCA18	VOCA18 MATCH	COST
B. Operating Expenses				
Travel/Training - Total		\$2,224		\$2,224
Human Trafficking Training (2 Trainings)				
Registration @ \$300 per participant (\$300 x 2 = \$600.00)		\$600		
Lodging - (\$114 x 4 nights x 2 trainings x 1 VWA = \$)		\$912		
Meals- (8 Breakfast @ \$15; 8 Lunches @ \$16; 8 Dinners @ \$28 = \$472); (\$472 x 1 VWA)		\$472		
Incidental Expenses = (\$5 per day x 8 days x 1 VWA)		\$40		
Parking - (\$25 per day x 8 day)		\$200		
		<u>\$2,224</u>		
Telephone Charges (cell Phone)				
\$40 x 12 months = 480		\$480		\$480
Emergency Assistance - financial intervention in response to a client's basic material needs (food, clothing, medicine)		\$14,029		\$14,029
Data Processing - for 1 VWA (\$307 x 12 months = \$3,684)		\$3,684		\$3,684
Commercial Phone Bills		\$20		
PC Rental		\$31		
MS Enterprise License		\$40		
Cellular Voice and Data		\$17		
LAN Admini -County		\$74		
Equipment Administration		\$38		
I-Net Line Charges		\$27		
Telephone Network Connect		\$28		
Telephone Desktop Hardware		\$32		
		<u>\$307</u>		
Office Expense				
Office supplies - postage, paper, printer, printer cartridge, pens, laptop, cellphone, furniture and office equipment, training materials research forms		\$4,921		\$4,921
Emergency/Transitional Housing for Victims				
6 beds x \$120 per room x 52 weeks = \$37,440		\$37,440		\$37,440
Outreach - projects to promote services through the use of public media (newspapers, radio and television)		\$18,000		\$18,000
Operating Section Totals		\$80,778	\$0	\$80,778
OPERATING SECTION TOTAL				\$80,778

BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

**Document of Intent to Collaborate
Between**

The Fresno County Probation Department, James Rowland Crime Victim Assistance Center
and the
Marjaree Mason Center

This Document of Intent stands as evidence that the Fresno County Probation Department James Rowland Crime Victim Assistance Center (CVAC), which includes the Unserved/Underserved Victim Advocacy and Outreach Program, and the Marjaree Mason Center intend to work together toward the mutual goal of providing maximum available assistance to crime victims residing in Fresno County.

CVAC Project staff will provide:

- Direct services to crime victims in a thorough timely matter regarding request's and referrals
- Training and presentations to law enforcement and service providers regarding victims' rights and assistance,
- Community presentations regarding victims' rights and assistance throughout the county.

Marjaree Mason Center staff and CVAC Project staff will schedule and attend meetings between designated personnel to discuss strategies, time tables, and implementation of mandated services.

Each agency will maintain a mutual referral network

Each agency agrees to share information about the status of a victim as authorized by the victim.

Coordination of Services will be augmented as needed through the exchange of updated information and in-service training

Each agency agrees to distribute information and brochures for the other agency during the agencies' provisions of services to citizens as needed.

We, the undersigned, as authorized representatives of the Fresno County Probation Department, James Rowland Crime Victim Assistance Center and the Marjaree Mason Center do Hereby Approve of this document.

The Document of Intent will begin April 01 2018 and continue through March 31, 2020.

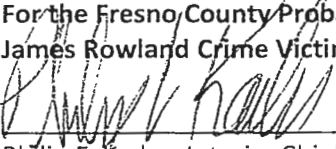
For Marjaree Mason Center



Nicole Linder, Director
4/18/18

Date

**For the Fresno County Probation Department,
James Rowland Crime Victim Assistance Center**



Philip F. Kader, Interim Chief Probation Officer
4/11/18

Date



OPERATIONAL AGREEMENT

This Operational Agreement stands as evidence that the Family Healing Center and the Fresno County Probation Department James Rowland Crime Victims Assistance Center have come together to collaborate and create a partnership to assist victims of Sexual Assault, Child Abuse and Domestic Violence.

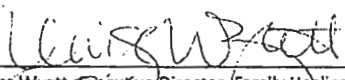
- A. **Family Healing Center:** The director and executive secretary will be responsible for assisting law enforcement agencies or Department of Social Services with coordinating/scheduling the pre/post interview.
- B. **James Rowland Crime Victims Assistance Center:** Staff will provide:
- Direct services to crime victims in a thorough timely manner regarding request's and referrals
 - Training and presentations to law enforcement and service providers regarding victims' rights and assistance,
 - Community presentation regarding victims' rights and assistance throughout the county.

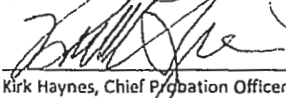
The agencies participating within The Family Healing Center will coordinate their activities and share their resources to achieve the mutual goals of:

- To minimize the trauma to abused children by reducing the number of interviews and interviewers.
- To enhance the fact-finding process in criminal and dependency cases.
- To increase the probability of convicting perpetrators of child abuse.
- To coordinate services for victims residing within Fresno County.
- To meet the needs of abused children and their families in Fresno County.

The agreement will be in effect beginning July 1, 2018 through June 30, 2019.

We, the undersigned, as authorized representatives of Family Healing Center and Fresno County Probation Department, James Rowland Crime Victim Assistance Center do hereby approve this document.


Denise Wyatt, Executive Director, Family Healing Center


Kirk Haynes, Chief Probation Officer

8/13/18
Date
8/1/18
Date

**Document of Intent to Collaborate
Between**

The Fresno County Probation Department, James Rowland Crime Victim Assistance Center
and the
Rape Counseling Services of Fresno

This Document of Intent stands as evidence that the Fresno County Probation Department James Rowland Crime Victim Assistance Center (CVAC), which includes the Unserved/Underserved Victim Advocacy and Outreach Program, and the Rape Counseling Services of Fresno intend to work together toward the mutual goal of providing maximum available assistance to crime victims residing in Fresno County.

CVAC Project staff will provide:

- Direct services to crime victims in a thorough timely matter regarding request's and referrals
- Training and presentations to law enforcement and service providers regarding victims' rights and assistance,
- Community presentations regarding victims' rights and assistance throughout the county.

Rape Counseling Services of Fresno staff and CVAC Project staff will schedule and attend meetings between designated personnel to discuss strategies, time tables, and implementation of mandated services.

Each agency will maintain a mutual referral network

Each agency agrees to share information about the status of a victim as authorized by the victim.

Coordination of Services will be augmented as needed through the exchange of updated information and in-service training

Each agency agrees to distribute information and brochures for the other agency during the agencies' provisions of services to citizens as needed.

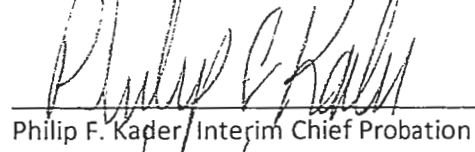
We, the undersigned, as authorized representatives of the Fresno County Probation Department, James Rowland Crime Victim Assistance Center and the Rape Counseling Services of Fresno do Hereby Approve of this document.

The Document of Intent will begin April 01 2018 and continue through March 31, 2020.

For Rape Counseling Services of Fresno


Priscilla Meza, Director
4/15/18
Date

**For the Fresno County Probation Department,
James Rowland Crime Victim Assistance Center**


Philip F. Kader, Interim Chief Probation Officer
3/26/18
Date

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1. Victim-centered.

2. Trauma-informed,
3. Strengths-based,
4. Developmentally appropriate,
5. Culturally, linguistically, and LGBTQ competent and affirming,
6. Committed to active efforts that engage CSEC early and often,
7. Multidisciplinary, individualized, flexible, and timely, and
8. Data and outcome driven.

C. Agency Policies & Procedures should:

1. Ensure and track cross-system collaboration at the system and individual case level,
2. Incorporate mechanisms to identify and assess CSEC at key decision points,
3. Address the unique physical and emotional safety considerations of CSEC, and
4. Address unique physical and emotional safety considerations, including vicarious trauma of staff, caregivers, and other relevant support persons.

WHEREAS, the parties agree to form a CSEC Steering Committee to provide ongoing oversight and support through the Inter-departmental Agreement to ensure effective collaboration to better identify and serve victims of commercial sexual exploitation and children at risk of becoming exploited; and

WHEREAS, the parties agree to form a multidisciplinary team (MDT), pursuant to California Welfare and Institutions Code Section 16524.7(d)(2) for CSEC, to build on a youth's strengths and respond to his/her needs in a coordinated manner; and

WHEREAS, California Welfare and Institutions Code Sections 18960-18964 states a county may establish a child abuse multidisciplinary personnel team (MDT) within the county to allow provider agencies to share confidential information in order for provider agencies to investigate reports of suspected child abuse or neglect pursuant to California Penal Code Section 11160, 11166, or 11166.05, or for the purposes of child welfare agencies making a detention determination; and

WHEREAS, the parties agree that the information they receive from other parties concerning a child that is obtained during the identification and assessment process or during a multidisciplinary team meeting shall be used solely for prevention, identification, and treatment.

1 NOW, THEREFORE, the parties of this Inter-departmental Agreement set forth the following
2 as the terms and conditions of their understanding:

3 1. **STEERING COMMITTEE**

4 a. The Steering Committee overseeing the CSEC Program shall:

- 5 i. Provide ongoing oversight and leadership to ensure agencies and partners
- 6 effectively collaborate to better identify and serve youth who are at risk of or
- 7 have been commercially sexually exploited;
- 8 ii. Develop, implement and oversee the Inter-departmental Agreement;
- 9 iii. Collect and analyze data related to the Inter-departmental Agreement;
- 10 iv. Revise, assess and identify necessary training related to the Inter-departmental
- 11 Agreement;
- 12 v. Develop a communications framework to collaborate on service delivery;
- 13 vi. Establish a reporting template in compliance with State and Federal
- 14 requirements; and
- 15 vii. Provide an annual report to the State in compliance with State and Federal
- 16 requirements.

17 b. Members of the Steering Committee overseeing the CSEC Program shall agree to
18 participate in the Steering Committee and fulfill the responsibilities as defined in Section
19 1.c. of this Inter-departmental Agreement:

20 c. The roles and responsibilities of the Steering Committee shall be as follows:

- 21 i. As the lead agency, County of Fresno Department of Social Services Child
- 22 Welfare shall adhere to Welfare and Institutions Codes 16524.6, 16524.7,
- 23 16524.8, and 16524.9;
- 24 ii. Steering Committee members shall provide staff to participate and assist in
- 25 coordination of the steering committee;
- 26 iii. Steering Committee members shall gather aggregate data on identified CSEC
- 27 including the numbers identified and the services accessed by those youth, as
- 28

- 1 well as data from the multidisciplinary teams (MDTs) to present and analyze
2 with other Steering Committee members;
- 3 iv. Steering Committee members shall appoint a director or designee empowered to
4 make decisions on behalf of the party to participate;
- 5 v. Steering Committee members shall attend regularly scheduled meetings and
6 participate collaboratively in the committee; and
- 7 vi. Steering Committee members shall report on successes, barriers to providing
8 services, and areas for improvement, including recommendations for adapting
9 the Inter-departmental Agreement and training needs/gaps.

10 **2. IDENTIFICATION**

- 11 a. The DSS Child Welfare Division will be responsible for conducting the screening of
12 youth at intake through the Child Focus Team for indicators of:
- 13 i. Prior Sexual Trauma;
- 14 ii. Frequent AWOL/homelessness;
- 15 iii. Solicitation charges;
- 16 iv. Probation/Law Enforcement involvement;
- 17 v. History of substance abuse;
- 18 vi. Branding tattoos;
- 19 vii. Frequent truancy;
- 20 viii. Relationships with much older adult; and
- 21 ix. Atypical sexual behavior.
- 22 b. The DSS Child Welfare Division will identify and document CSEC in the Child Welfare
23 Services/Case Management System (CWS/CMS) utilizing the Special Project codes
24 identified in All-County Letter 15-49.
- 25 c. The DSS Child Welfare Division will review intake procedures in the Hotline and
26 Emergency Response areas to include exploration of sexual exploitation due to CSEC in
27 investigations and responses to safety concerns.
- 28 d. The Steering Committee members agree that the information and statements obtained
from the youth as part of the screening process will be maintained, disclosed and used

only as follows and in accordance with all applicable state and federal privacy laws and regulations.

- e. The DSS Child Welfare Division shall maintain the records of the screening results, including any information collected and statements made incident to the screen.

3. ASSESSMENT

a. Description of the assessment process

- i. The Steering Committee members agree that an assessment of an exploited youth's needs and strengths must take place upon identification and on an ongoing basis.
- ii. The Steering Committee members agree that it is in the youth's best interest to limit unnecessary and or duplicative assessments. Accordingly, members will coordinate to ensure that assessments are streamlined and limited when appropriate.
- iii. The circumstances in which an assessment of youth to determine his/her needs and tailor the youth's treatment and services to meet those needs is as follows:
 - 1. Child Welfare Department:
 - a. When an allegation of abuse or neglect is investigated.
 - 2. Probation Department:
 - a. When a child enters the juvenile detention facility.
 - 3. Department of Behavioral Health:
 - a. When a child is referred to a mental health clinician for services.

4. MULTIDISCIPLINARY

The Steering Committee agree to provide staff to participate in MDT meetings who have been trained in the prevention, identification or treatment of child abuse and neglect cases and who are qualified to provide a broad range of services related to child abuse and commercially sexually exploited children and those at risk for such exploitation. An MDT meeting may consist of:

- a. *Initial MDT*, which includes convening a team within 10 days to address the youth's needs where immediate safety risks may not be present.

1 b. *Ongoing MDT*, which include ongoing case planning and coordination. They may occur
2 either on an individualized basis for each identified commercially sexually exploited
3 child, or in a broader case review setting, where multiple cases are reviewed on a regular
4 basis by a set team of individuals.

5 All parties agree to participate in the MDTs pursuant to California Welfare and Institutions
6 Code Section 16524.7 and fulfill their responsibilities as defined in this Inter-departmental Agreement.

7 **5. TERM**

8 This Inter-departmental Agreement shall become effective upon execution and shall
9 terminate on the 30th day of September 30, 2016.

10 This Inter-departmental Agreement shall automatically be extended for an unlimited number
11 of one (1) year terms upon the same terms and conditions herein set forth, unless written notice of non-
12 renewal is given by a party not later than thirty (30) days prior to the close of the current term. Any
13 agency may withdraw from the Inter-Departmental Agreement at any time by providing the Steering
14 Committee written notice containing the effective date of withdrawal.

15 **6. TERMINATION**

16 A. Non-Allocation of Funds – The terms of this Inter-Departmental Agreement and it's
17 agreed upon protocols, are contingent on the approval of funds by the appropriating government
18 agency. Should sufficient funds not be allocated, this Inter-Departmental Agreement may be terminated
19 at any time by DSS by giving the Steering Committee members thirty (30) days advance written notice.

20 B. Breach of Contract – DSS may immediately suspend or terminate this Inter-Departmental
21 Agreement in whole or in part, where in the determination of DSS there is:

22 1. A failure to comply with any term of this Inter-Departmental Agreement.

23 2. A substantially incorrect or incomplete report submitted to DSS.

24 C. Without Cause – Under the circumstances other than those set forth above, this Inter-
25 Departmental Agreement and its agreed upon protocols may be terminated by DSS upon the giving of
26 thirty (30) days advance written notice of an intention to terminate to all other parties. Written notice
27 of termination given by a party to DSS shall only be effective as to the Inter-departmental Agreement
28 in relation to that party and shall have no effect on the Inter-Departmental Agreement with respect to all

1 other parties.

2 **7. COMPENSATION**

3 The mutual cooperation pursuant to the terms and conditions of this Inter-Departmental
4 Agreement shall be performed without the payment of any monetary consideration by one party to the
5 other.

6 **8. MODIFICATION**

7 Any matters of this Inter-Departmental Agreement may be modified from time to time by
8 the DSS Director or its Designee with written consent of all other Steering Committee members,
9 without, in any way, affecting the remainder.

10 **9. INDEPENDENT CONTRACTOR**

11 This Inter-Departmental Agreement is not intended to and will not be construed to create the
12 relationship of principal-agent, master-servant, employer-employee, partnership, joint venture or
13 association between the Steering Committee, or any of its member agencies, and DSS. Neither is any
14 party an officer of the other. Each of the parties, their officers, agents, and employees, in their
15 performance of this Inter-Departmental Agreement shall act in an independent capacity between each
16 other.

17 **10. LONG-TERM SUPPORT AND STABILIZATION**

18 The Steering Committee members agree to provide a collaborative, long-term support by
19 providing a representative to the committee at all times.

20 **11. INFORMATION SHARING AND SECURITY**

21 Information will be shared and used by the Steering Committee in a manner that complies
22 with state and federal laws, and ethical considerations governing confidentiality, including re-
23 disclosure and privilege, and that does not violate the youth's due process rights as respondents or
24 defendants in delinquency, criminal, summary offense, status offense, and child welfare cases,
25 including their rights against self-incrimination.

26 **12. CONFIDENTIALITY**

27 All services performed by Steering Committee under this Inter-Departmental Agreement
28 shall be in strict conformance with all applicable Federal, State of California and/or local laws and

1 regulations relating to, but not limited to, California Welfare and Institutions Code, section 10850 and
2 14100.2, and the California Department of Social Services (CDSS) Manual of Policies and Procedures,
3 Division 19-0000 Confidentiality.

4 **13. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**

5 A. The parties to this Inter-Departmental Agreement shall be in strict conformance
6 with all applicable Federal and State of California laws and regulations, including but not limited to
7 Sections 5328, 10850, and 14100.2 *et seq.* of the Welfare and Institutions Code, Sections 2.1 and
8 431.300 *et seq.* of Title 42, Code of Federal Regulations (CFR), Section 56 *et seq.* of the California
9 Civil Code, Sections 11977 and 11812 of Title 22 of the California Code of Regulations, and the
10 Health Insurance Portability and Accountability Act (HIPAA), including but not limited to Section
11 1320 D *et seq.* of Title 42, United States Code (USC) and its implementing regulations, including, but
12 not limited to Title 45, CFR, Sections 142, 160, 162, and 164, The Health Information Technology for
13 Economic and Clinical Health Act (HITECH) regarding the confidentiality and security of patient
14 information, and the Genetic Information Nondiscrimination Act (GINA) of 2008 regarding the
15 confidentiality of genetic information.

16 B. Steering Committee members shall report to COUNTY, in writing, any
17 knowledge or reasonable belief that there has been unauthorized access, viewing, use, disclosure,
18 security incident, or breach of unsecured PHI not permitted by this Agreement of which it becomes
19 aware, immediately and without reasonable delay and in no case later than two (2) business days of
20 discovery. Immediate notification shall be made to COUNTY's Information Security Officer and
21 Privacy Officer and COUNTY's DPH HIPAA Representative, within two (2) business days of
22 discovery. The notification shall include, to the extent possible, the identification of each individual
23 whose unsecured PHI has been, or is reasonably believed to have been, accessed, acquired, used,
24 disclosed, or breached. Steering Committee members shall take prompt corrective action to cure any
25 deficiencies and any action pertaining to such unauthorized disclosure required by applicable Federal
26 and State Laws and regulations. Steering Committee members shall investigate such breach and is
27 responsible for all notifications required by law and regulation or deemed necessary by COUNTY and
28 shall provide a written report of the investigation and reporting required to COUNTY's Information

Security Officer and Privacy Officer and COUNTY's DPH HIPAA Representative. This written investigation and description of any reporting necessary shall be postmarked within the thirty (30) working days of the discovery of the breach to the addresses below:

County of Fresno	County of Fresno	County of Fresno
Dept. of Public Health HIPAA Representative (559) 600-6439 P.O. Box 11867 Fresno, CA 93775	Dept. of Public Health Privacy Officer (559) 600-6412 P.O. Box 11867 Fresno, CA 93775	Information Technology Services Information Security Officer (559) 600-5800 2048 N. Fine Street Fresno, CA 93727

C. Steering Committee members shall not transmit confidential, personal, or sensitive data via e-mail or other internet transport protocol unless the data is encrypted by a solution that has been validated by the National Institute of Standards and Technology (NIST) as conforming to the Advanced Encryption Standard (AES) Algorithm. Steering Committee members must apply appropriate sanctions against its employees who fail to comply with these safeguards. Steering Committee must adopt procedures for terminating access to PHI when employment of employee ends.

D. Mitigation of Harmful Effects

Steering Committee members shall mitigate, to the extent practicable, any harmful effect that is suspected or known to Steering Committee of an unauthorized access, viewing, use, disclosure, or breach of PHI by Steering Committee or its subcontractors in violation of the requirements of these provisions. Steering Committee must document suspected or known harmful effects and the outcome.

E. No Waiver of Obligations

No change, waiver or discharge of any liability or obligation hereunder on any one or more occasions shall be deemed a waiver of performance of any continuing or other obligation, or shall prohibit enforcement of any obligation on any other occasion.

F. HIPAA Management Directive 2910.60

2910.60 Some Fresno County programs access, use, and/or disclose PHI in multidisciplinary teams (MDTs). MDTs must be statutorily authorized (e.g., Welfare and Institutions Code § 11325.9, 14529, 15610.55, 18951, 18986.40). Statutorily authorized MDTs may include

1 members that are outside the health care component and whose purposes extend beyond treatment,
2 payment, and health care operations. Statutorily authorized MDTs can operate within the
3 requirements of HIPAA's Privacy Rule to allow sharing of PHI among the members of this team
4 provided:

- 5 1. The statutory requirements for forming the team have been met.
- 6 2. The team has obtained a valid written authorization containing all the core elements
7 of a valid authorization as detailed in 2910.58 above (unless such authorization is
8 excused by the statutes authorizing the MDT).
- 9 3. The team does not share information on HIV/AIDS status or treatment, substance
10 abuse status or treatment, or psychotherapy notes without specific and separate
11 authorizations for each area.
- 12 4. Team members who are not a part of the health care component are fully trained in
13 how to treat PHI.

14 **14. COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS**

15 The County of Fresno, its officers, consultants, subcontractors, agents, and employees shall
16 comply with all applicable State, Federal, and local laws and regulations governing projects that utilize
17 Federal Funds.

18 **15. NONDISCRIMINATION**

19 During the performance of this Inter-Departmental Agreement, the Steering Committee
20 shall not unlawfully discriminate against any employee or applicant for employment, or recipient of
21 services, because of ethnic group identification, age, gender, gender identity, gender expression, gender
22 information, sexual orientation, color, physical disability, mental disability, medical condition, national
23 origin, race, ancestry, marital status, religion, or religious creed, pursuant to all applicable State of
24 California and Federal statutes and regulations.

25 **16. ADDITIONS/DELETIONS OF COMMITTEE MEMBERS**

26 Steering Committee members reserve the right at any time during the term of this Inter-
27 Departmental Agreement to add or delete members. Steering Committee members shall meet pre-
28 qualification requirements as determined by the Steering Committee prior to being added to this Inter-
Departmental Agreement. It is understood that any such additions shall not affect the overall
requirements of the Steering Committee goals and expectations.

1 **17. CONFLICT OF INTEREST**

2 No officer, agent, or employee of The County of Fresno who exercises any function or
3 responsibility for planning and carrying out the services provided under this Inter-Departmental
4 Agreement shall have any direct or indirect personal financial interest in this Inter-Departmental
5 Agreement. In addition, no employee of The County of Fresno shall be employed by any member of
6 the Steering Committee to fulfill any contractual obligations with COUNTY. The Steering Committee
7 shall also comply with all Federal, State of California, and local conflict of interest laws, statutes, and
8 regulations, which shall be applicable to all parties and beneficiaries under this Inter-Departmental
9 Agreement and any officer, agent, or employee of Fresno County.

10 **18. ENTIRE AGREEMENT**

11 This Inter-Departmental Agreement, including all Exhibits, constitutes the entire Inter-
12 Departmental Agreement between DSS, DBH, DPH and the Probation Department with respect to the
13 subject matter hereof and supersedes all previous agreements, negotiations, proposals, commitments,
14 writings, advertisements, publications, and understandings of any nature whatsoever unless expressly
15 included in this Inter-departmental Agreement.

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1 IN WITNESS WHEREOF, the parties hereto have caused this Inter-departmental Agreement to be
2 executed by their signatures below.

3
4 ATTEST:

5 FRESNO COUNTY DEPARTMENT OF SOCIAL SERVICES

6
7 by  Date: 10/9/15
8 Delfino E. Neira, Director

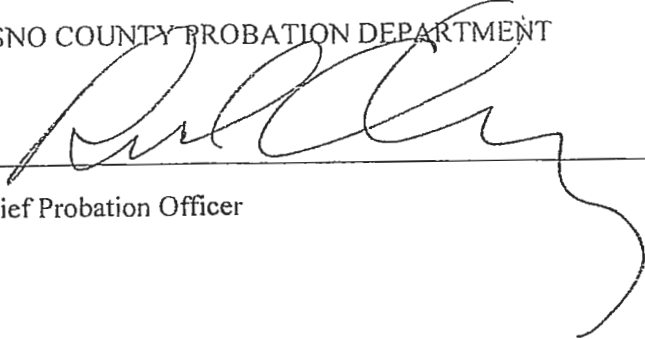
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1 FRESNO COUNTY DEPARTMENT OF PUBLIC HEALTH

2
3 /s/  Date: 8/25/15
4 Director of Agency

1 FRESNO COUNTY PROBATION DEPARTMENT

2
3 /s/



Date:

9-15-15

4 Chief Probation Officer

FRESNO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH

/s/ Gawon Utecht Date: 10-1-15

Director of Agency

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

Subrecipient: Fresno County	DUNS # 932953037	FIPS #: 019-00000
Grant Disaster/Program Title: Human Trafficking Advocacy (HA) Program		
Performance Period: 01/01/2019 to 12/31/2019	Subaward Amount Requested: 187,500	
Type of Non-Federal Entity (Check Box)	☐ State Gov. ☒ Local Gov. ☐ JPA ☐ Non-Profit ☐ Tribe	

Per Title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	3-10 grants
4. What is the approximate total dollar amount of all grants your organization receives?	\$4,140,251
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	Yes
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Sometimes
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes

Certification: This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.

Signature: (Authorized Agent) 	Date: 2-26-19
Print Name and Title Nathan Magsig, Chairman	Phone Number: 559-600-5000

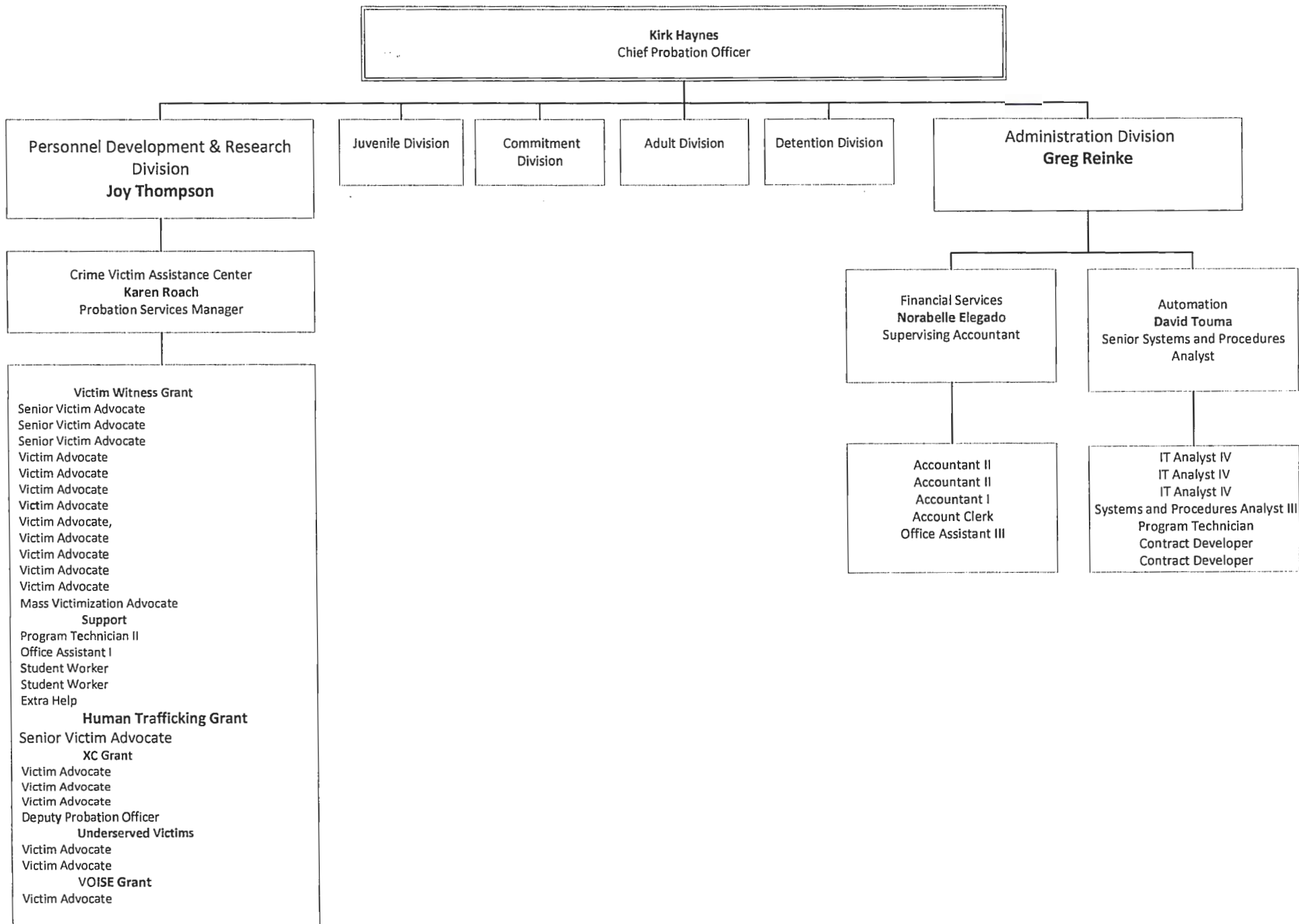
Program Specialist Only: SUBAWARD #

ATTEST:
BERNICE E. SEIDEL
Clerk of the Board of Supervisors
County of Fresno, State of California

Subrecipient Grants Management Assessment (Rev.03/2018)

By Susan Bishop
Deputy

Fresno County Probation Department



PROJECT SUMMARY INSTRUCTIONS

All of the necessary project information must be placed on the form in the space allowed. **Additional pages may not be added.** This is a summary of the project narrative:

1. **SUBAWARD NUMBER:**
Enter the Subaward # as it appears on the approved Grant Subaward Face Sheet.
2. **PROGRAM TITLE:**
Enter the program, title as it appears on the approved Grant Subaward Face Sheet
3. **PERFORMANCE PERIOD:**
Enter beginning and ending dates of the performance period for the Grant Subaward.
4. **SUBRECIPIENT:**
Enter the Subrecipient name as it appears on the approved Grant Subaward Face Sheet.
5. **GRANT AMOUNT:**
Enter the amount of grant funds requested. This must be the same amount used on the budget pages and block 12G on the Grant Award Face Sheet.
6. **IMPLEMENTING AGENCY:**
Enter the implementing agency as it appears on the approved Grant Subaward Face Sheet.
7. **PROGRAM DESCRIPTION:**
Provide a description of the specific area of service Cal OES is authorized to fund based upon state or federal legislation.
8. **PROBLEM STATEMENT:**
Describe the problem the project will address. Support the problem with data such as number of offenses, description of the target area, and local needs.
9. **OBJECTIVES:**
Include the quantifiable measurements which define a course of action in order to accomplish the program goals.
10. **ACTIVITIES:**
Describe activities you will perform to accomplish each objective (quantify where possible).
11. **EVALUATION:**
Describe how project performance will be measured, if applicable. Note who will conduct the evaluation, (e.g., project staff, government personnel, or outside consultants).
12. **NUMBER OF CLIENTS TO BE SERVED:**
Enter the number of clients, if applicable.
13. **PROJECT BUDGET:**
Amounts in each category must be the same as the Budget Pages amounts. The total must be the same as the total in box 12G on the Grant Award Face Sheet.

PROJECT SUMMARY

1. Subaward #:

2. PROJECT TITLE

Human Trafficking Advocacy (HA) Program

3. PERFORMANCE PERIOD

01/01/2019 to 12/31/2019

4. SUBRECIPIENT

Name: Fresno County Phone: (559) 600-1298
Address: 3333 E. American Ave, Suite B Fax #: (559) 455-2460
City: Fresno Zip: 93725

5. GRANT AMOUNT

(this is the same amount as 12G of the Grant Subaward Face Sheet)

\$ 187,500

6. IMPLEMENTING AGENCY

Name: Fresno County Probation Phone: 559) 600-1298 Fax #: (559)455-2460
Address: 3333 E. American Ave, Suite B City: Fresno Zip: 93725

7. PROGRAM DESCRIPTION

The Human Trafficking Advocacy Program will provide case management and services to victims of human trafficking. An experienced Senior Victim/Witness Advocate will be dedicated to the human trafficking specialized caseload and provide direct services to the victims. Outreach will also be conducted to increase awareness of human trafficking and services available to victims. The Program will also support victims by navigating the different systems such as criminal justice, child welfare, immigration, etc. and link victims to short-term necessities like clothing, food, and emergency/transitional shelter and medical care to longer-term needs like substance abuse and/or mental health services, permanent housing, child care, and life skills for reintegrating into society.

8. PROBLEM STATEMENT

Fresno County, is ranked #7 for cases reported to the National Human Trafficking Hotline California. Vulnerabilities such as poverty runaway and homeless youth, and immigrants are prevalent in Fresno County: 26% of the population and 29% of children under the age of 18 live below the poverty level according to the State of California Employment Development Department. Due to CVAC's internal organization and staffing, CVAC does not have a dedicated advocate to work solely with human trafficking victims nor is specific funding available to provide the necessary services to human trafficking victims.

9. OBJECTIVES

The objectives of the Human Trafficking Advocacy Program will be to:
Develop a human trafficking specialized caseload to provide direct services to victims assigned to an experienced Senior Victim/Witness Advocate; develop strategies to collaborate with and coordinate services to victims across criminal justice, social service agencies and community-based organizations; support victims in navigating the different systems such as criminal justice, child welfare, immigration and other systems; provide victims with short-term necessities like clothing, food and emergency housing. Provide transitional housing to victims when needed; and refer victims to service providers based on services needed by the victim.

10. ACTIVITIES

The program will maintain a caseload of human trafficking victims; provide emergency assistance and informal counseling in response to needs of victims; assist in relocation services as needed; determine eligibility for services and assist crime victims with claims for financial assistance; interpret and explain laws and regulations governing victims' rights, the criminal justice center, and court proceedings; conduct presentations to law enforcement, schools, community and justice system agencies, victim groups, and professional groups; prepare victim impact statements for court; accompany crime victims and witnesses to court and provide

11. EVALUATION (if applicable)**12. NUMBER OF CLIENTS**
(if applicable)**13. PROJECT BUDGET**

(these are the same amounts as on Budget Pages)

Personal Services	Operating Expenses	Equipment	TOTAL
106,722	80,778		187,500
			\$0
			\$0
			\$0
			\$0
			\$0
Totals:	106,722	80,788	\$0 187,500

PETTY CASH VICTIM FUND PROCEDURE

Fresno County

SUBRECIPIENT NAME

SUBAWARD #

In order for a project to develop a Petty Cash Victim Fund with grant funds, certain criteria must be maintained. Petty Cash Victim Fund can be utilized for unforeseen financial intervention paid directly to the victim.

Due to the nature of this Petty Cash Victim Fund, they need to be easily accessible. Safeguards and accountability of the funds must be maintained. For effective management and audit purposes, the following procedures must be followed:

1. The Petty Cash Victim Fund and regular grant allocation funds must be kept separate, each with its own account within the general ledger.
2. The authority to disburse funds to victims from the Petty Cash Victim Fund rests with the Project Director, Financial Officer, and/or those identified on the Signature Authorization Form (Cal OES 2-103).
3. The name and signature of the victim and the employee disbursing the funds must be maintained, as well as the date, amount, and reason for the request.
4. Direct cash disbursements will be limited to no more than \$50⁰⁰ per 00 individual. Victims are not eligible to draw on the Petty Cash Victim Fund for more than \$200⁰⁰ per year.

PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.

Fresno*

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

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3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

23
31*

4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.

8
12
14*

5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.

1,007,299

Senior Victim/Witness Advocate
Resume

PROFESSIONAL OBJECTIVE

To obtain a professional position in the Criminal Justice field as a Criminologist while acquiring practical skills and knowledge necessary for working with victims of crime.

EDUCATION

August 1993 - May 1996	California State University, Fresno Bachelors of Science (BS) – Criminology/Victimology
August 1990 – May 1993	Fresno City College (AS) - Paralegal Studies

SKILLS

Criminal/Civil Laws	Victims' Rights
Intervention and Crisis Counseling	Legal Research and Writing

WORK HISTORY

December 4, 2017 - Present	Senior Victim/Witness Advocate
July 6, 1998 - December 3, 2017	Victim/Witness Advocate

PROFESSIONAL TRAINING

10/29/1999	-California Office of Criminal Justice Planning, Entry Level Victim Advocate Training
12/07/2001	-California Office of Criminal Justice Planning, Advanced Victim Advocate Training
11/01/2017	-Human trafficking: Law Enforcement Response and Investigation – 8 hrs.
02/02/2016	-Supporting LGBTQ Youth Experiencing Dating Violence – 1.0
02/24/2016	-7 th Annual Human Trafficking Conference – 6 hrs.
05/28/2015	-Advanced Immigration for Victim Advocates – 2 hrs.
09/28/2015	-Fresno Police Department Human Trafficking Training – 4 hrs.
11/09/2015	-Interacting Effectively with the Mental Ill – 4 hrs.
05/18/2011	-Understanding Child Neglect – 6 hrs.
02/8/2013	-Best Practices in Servicing LGBTQ Individuals and Families – 6 hrs.
06/10/2009	-California Victim Services Human Trafficking Training– 6 hrs.
04/23/2008	-Trauma Informed Client Management – 8 hrs.
12/04/2008	-Leadership Training -8 hrs.
11/17/1999	-Recognizing Signs of Child Abuse – 8 hrs.



SENIOR VICTIM-WITNESS ADVOCATE

Class Code:
2034

Bargaining Unit: Unrepresented

COUNTY OF FRESNO
Established Date: Sep 28, 2015

SALARY RANGE

\$20.15 - \$25.79 Hourly
\$1,612.00 - \$2,063.00 Biweekly
\$3,492.67 - \$4,469.83 Monthly
\$41,912.00 - \$53,638.00 Annually

DESCRIPTION:

Under general supervision, acts in a lead capacity over Victim-Witness Advocates or performs specialized assignments as determined by department management; provides supportive services to victims, victims' family members and witnesses participating in the Victim-Witness Assistance Program; and performs related work as required.

The Victim-Witness Advocate classification series is responsible for assisting victims of crimes by providing the mandated services of the Victim-Witness Assistance Program, pursuant to California Penal Code Section 13835 and the Victims' Bill of Rights. These services, which are also provided to victims' family members and witnesses of crimes, include advising participants of program services and outreach activities; referring program participants to professional care providers; explaining the process of the criminal justice system; accompanying victims, family members, and witnesses to court and related hearings; and assisting participants with claim applications.

The Senior Victim-Witness Advocate classification differs from the Victim-Witness Advocate classification in which incumbents at the Senior level act in a lead capacity or perform specialized assignments as determined by department management.

SAMPLES OF DUTIES:

The information listed below is meant to serve as samples of the job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect Essential Functions for any given position in this classification.

- Acts in a lead capacity which includes assigning, reviewing and coordinating the work of Victim-Witness Advocates; provides training to lower-level staff; or functions in a specialized assignment as determined by department management.
- Interviews victims and witnesses of crimes to obtain factual information needed to determine eligibility for participation in the Victim-Witness Assistance Program.

- Advises and assists program participants in obtaining appropriate services, and refers to professional psychological, health, medical, and social services care providers.
- Provides crisis intervention, emergency assistance, and informal counseling in order to deliver timely and comprehensive responses to the immediate and long term needs of victims.
- Interprets and explains laws, rules, regulations, and procedures governing victims' rights, the criminal justice system and court proceedings, and provides information on case status and disposition.
- Assists participants in the preparation, verification, and submission of claims to the California Victim Compensation and Government Claims Board, and monitors claim progress and payment.
- Transports or arranges transportation for victims and witnesses.
- Conducts program educational presentations to law enforcement, schools, community agencies, and other criminal justice system agencies.
- Compiles statistical data for use in preparing reports and surveys; prepares reports, memoranda and correspondence.
- May translate as required to meet program participant needs. Translating may be oral or in written form.
- May accompany victims and witnesses to court proceedings and related hearings and assist with the preparation and delivery of victim impact statements.
- May act as liaison between the department and law enforcement, courts and community agencies.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Department practices, policies, and procedures necessary to train and assign, review and coordinate the work of staff;
- Federal, State and local laws and regulations pertinent to the criminal justice system, victim services, and advocacy, including victims' rights;
- Federal, State and local judicial and law enforcement procedures;
- The California Victim Compensation and Government Claims Board;
- Interviewing, and crisis intervention techniques;
- Principles and practices of effective public speaking;
- Public and private community resources, care providers, and agencies;
- Principles and practices of recordkeeping.

Skills and Abilities to:

- Assign, review and coordinate the work of staff;
- Train staff in department work procedures and methods;
- Effectively interview program participants to obtain and record factual information;
- Understand, interpret, and apply laws, rules, and regulations related to the Victim-Witness Assistance program;
- Identify and be responsive to the needs of crime victims, including providing emergency assistance or referral to other agencies and care providers;
- Act as liaison between victims and judicial and law enforcement staff;
- Exhibit emotional stability under conditions of high stress, limited supervision, and rapidly changing situations and circumstances;
- Handle sensitive situations and confidential matters discreetly and effectively;
- Communicate effectively both orally and in writing with people of various educational, socioeconomic, and cultural backgrounds;

- Demonstrate and maintain a high degree of initiative, maturity, integrity, accountability and good judgment.

MINIMUM QUALIFICATIONS:

OPTION 1:

Education: Possession of a bachelor's degree which is acceptable within the United States' accredited college or university system in Psychology, Sociology, Social Work, Criminology, or a closely related field.

Experience: Two (2) years of full-time, paid work experience as a Victim-Witness Advocate with the County of Fresno.

OPTION 2:

Education: Completion of sixty (60) semester units of coursework that is acceptable within the United States' accredited college or university system. At least fifteen (15) of the required semester units must be in Psychology, Sociology, Social Work, Criminology, or a closely related field.

Experience: Two (2) years of full-time, paid work experience in victim services providing intake, counseling and referral services.

AND

Two (2) years of full-time, paid work experience as a Victim-Witness Advocate with the County of Fresno.

In addition to the options listed above, the following is required:

Other: Completion of the required minimum hours of entry level training provided by the department and pursuant to California Penal Code Section 13835.10.

Completion of the required Advanced Level Victim Advocate training approved by the State and pursuant to California Penal Code Section 13835.10.

License: Possession of a valid Class "C" driver's license, or equivalent, may be required.

Fund: 0001
Subclass: 10000
ORG: 34320415
Account: 4380