

# VSTOP GRANT

- A. Provide information to victims of domestic violence, stalking, and sexual assault on community resources available.**
  - a. Call victims with any and all information that is pertaining to their criminal case or protective order
  
- B. Meet with victims to discuss the court processes and determine necessary services.**
  - a. Informing them about how the criminal court process and if they have a protective order, what to expect.
  
- C. Provide referrals to appropriate agencies that offer specific services.**
  - a. Family Resource Center: Pamphlets and cards should be on filing cabinet
  - b. Southwest VA Legal Aid
    - i. Free Legal service for those experiencing Domestic Violence
      - 1. Protective Orders
      - 2. Custody/Visitation
      - 3. Divorce
  
- D. Work with Commonwealth's Attorney's Office, Law Enforcement, and local community service agencies.**
  
- E. Review domestic violence reports upon receipt.**
  - a. The Commonwealth Attorney will give you these reports and let you know what they would like you to do.
  - b. Call, if phone number is in the report, or send a letter to the victim and just check in with them and see if they need any assistance with Protective Orders or are in need of any specific services.
  
- F. Provide notification to victims of the status of court cases and offender status.**
  - a. Vinelink.com will tell you if an offender is still incarcerated. Victims can sign up to be notified when and offender is released from jail on this site and the offender does not have any idea that this notification is even happening.
  
- G. Escort and assist victims to court services unit to file necessary paperwork for Protective Orders, custody, and support.**
  - a. Court services (upstairs across from the J&DR Court) may call you and let you know there is someone that is filing for a Protective Order that is mentioning Domestic Violence, Sexual Assault or Stalking.
  - b. Help them fill out the paperwork and talk to them about the Protective Order Process.

- c. Go into the Courtroom with them during the Protective Order hearing, if they are comfortable with that.
    - d. Explain what the Judge put in place if they have any questions.
- H. **Enter and maintain information into domestic violence database on each victim as required by DCJS.**
  - a. OGMS
    - i. <https://ogms.dcjs.virginia.gov/index.do>
    - ii. You will have to set up an account in order to access the Grant information. This is where you enter all the reports for the VSTOP Grant.
- I. **Submit quarterly and annual reports as required by DCJS.**
  - a. Submitted on OGMS
  - b. Every Quarter you submit a Financial Report
  - c. Bi-Annually you submit a **Bi-Annual Report** and a **Narrative**. I have copies of these in the Nextcloud File "Emily" -> "2021 VSTOP Grant"
    - i. Blank Reporting form is listed as "BiAnnual Reporting Form"
    - ii. Narrative = "Narrative 1".
      - 1. Delete what I wrote, the format and questions are always the same, so just fill in out with your information.
  - d. At the end of the year, you will submit a **Cumulative Report**
    - i. This is just adding the number from both Bi-Annual reports together and submitting it.
  - e. I HAVE GONE INTO MORE DETAIL ABOUT THIS IN NEXTCLOUD UNDER "VSTOP Grant Reporting Information"
- J. **Document actions taken on each victim's case.**
  - a. Take note on the Victims
    - i. Age, Race, Sex, Relationship to the Offender, and what the crime was
    - ii. I would just keep the warrants that were completed through the court system. I would put them in the filing drawer under the printer. When it was time to do the reporting, you have everyone that you have served in that portion of the year.
    - iii. I would also have a portfolio binder (purchased on my own), that had paper in it and I would just start a piece of paper per victim that I was serving. Protective Order and Criminal. This would help with just keeping a record of dates and what you helped them with. Examples of what this looks like should be in the drawers under the desk.
    - iv. Also, keep track of everyone that you help with Protective Orders as well, you will be able to report on that too. Include that in the number when reporting on OGMS
- K. **Provide information and answer questions from the public on the services offered through the V-STOP program.**

**L. Make arrangements for transportation for victims to the necessary court hearings or meetings with the Commonwealth's Attorney's Office.**

- a. This is something that can be done, but it is usually a last case scenario thing. If a victim is needing help with transportation and has no other option for being able to get to court, talk to Harry Street in arranging with them to get them where they need to be. This is a right that they have under the Crime Victims' Rights Act

**M. Respond to domestic violence incidents that require the victim to be taken to the hospital during and after normal work hours as needed.**

- a. I've had to do this only few times. Usually, an officer will call you and let you know that they have someone in the hospital that they think needs your assistance. In that case, you just respond and talk with said victim and help with what you can.

**N. Provide information and trainings to local agencies upon request.**

**O. File necessary paperwork on behalf of victims with the Virginia Victims Fund.**

- a. Virginia Victims Fund: <http://www.cicf.state.va.us/>
- b. [vvfoureach@virginiavictimsfund.org](mailto:vvfoureach@virginiavictimsfund.org)
  - i. Email this when you can so you can try and gain access to their paperless filing that is now the only way they do claims. They should be able to give you the necessary training and information that is needed about the fund.