



COUNTY OF LASSEN  
JOB DESCRIPTION

Class Title:	Victim/Witness Coordinator I/II	CLASS CODE	DA06
Department:	District Attorney	UNIT	LCGU
Reports to:	District Attorney	FLSA Status	Non- Exempt
Board Approval	PENDING	RANGE	18/20

### **JOB SUMMARY**

This is under general direction, to plan, organize, coordinate and supervise the work of staff assigned to provide victim/witness services in the Lassen County District Attorney's Office; to develop community resources for victim/witness assistance; to represent the Victim/Witness program with community organizations and agencies; to interview victims and witnesses, assess needs and make referrals; and to do related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the District Attorney.

Supervise subordinate professional and clerical staff within Victim/Witness Division.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

Coordinates and oversees the Victim/Witness Program; ensures that legislative mandates are achieved; work with the District Attorney in the development of policies and guidelines; Supervises Victim/Witness Advocate personnel, evaluate training needs and plan training activities;

Work with community organizations to develop resources and appropriate referral services for victims and witnesses;

Develops methods for explaining and promoting Victim/Witness services;

Provides professional and technical consultation on program matters;

Prepares grant applications, assists with the development and monitoring of grant monies; Monitors and participates the preparation of the annual program budget and quarterly reports; Ensure proper expenditure controls; reviews and evaluates legislation (current and pending), codes and administrative regulations;

Establishes and maintains liaison with law enforcement, other criminal justice agencies, and victim services agencies;

Represents the District Attorney at conferences and seminars relating to a variety of Criminal Justice System activities;

Provides individual services to victims and witnesses of crimes; performs a variety of victim/witness administrative and support functions.

### **MINIMUM QUALIFICATIONS REQUIRED**

#### **Education and Experience**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:



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### **Experience:**

- Minimum three years responsible experience dealing with victims and witnesses or crimes or case management experience in a criminal justice or social services agency. Supervisory experience is highly desirable.

### **Education:**

- Bachelor's degree in social or behavioral science, criminology, public administration, or administration of justice.

### **VICTIM WITNESS COORDINATOR II:**

Two years' experience equivalent to the Victim Witness Coordinator I level, and by recommendation of the District Attorney.

### **Licenses and Certifications**

Possession of, or ability to obtain, a valid California driver's license.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **Knowledge of:**

- Rules and regulations governing victim/witness services and programs.
- County policies, rules and regulations.
- Functions of public law enforcement agencies and the criminal justice system.
- Principles of providing assistance to victims and witnesses of crimes.
- Client problems requiring referral to other organizations and support services.
- Interviewing and record keeping.
- Program development, monitoring and evaluation.
- Principles of supervision, training, coordination and evaluation.
- Functions of public law enforcement agencies and the criminal justice system.

#### **Ability to:**

- Plan, organize, assign, supervise, review and evaluate the work of others.
- Train staff on procedures.
- Develop and evaluate procedures, standards and methods for the Victim Services Program based on legislative requirements and community needs.
- Provide a variety of client and program support services for the Victim/Witness Program.
- Interview people, identify needs, and make appropriate referrals.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Communicate with others from diverse socio-economic and cultural backgrounds.
- Assist with development of community referral resources for the Program.
- Effectively represent the Victim/Witness Program in contacts with service providers, the public, community organizations, and other government.
- Establish and maintain cooperative working relationships.



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### **Physical Demands and Working Conditions:**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX; operate a motor vehicle.

Work is performed in an office environment; court room; field visits; transporting victims and witnesses; may occasionally drive to other locations; continuous contact with other staff and the public.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

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CLASS TITLE:	Program Coordinator	CLASS CODE	
DEPARTMENT:	VARIOUS	UNIT	MM
REPORTS TO:	Department Head	FLSA STATUS	NON
BOARD APPROVAL	4/2000 Reviewed 9/2003	RANGE	22

**JOB SUMMARY**

To plan and coordinate a program or programs that cross a wide variety of County-wide, regional public and non-profit agencies or a wide variety of departments within the county. Or to plan and coordinate a small program within one department.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction and supervision from a Department Head or Assistant to a Department Head.

May supervise subordinate professional and clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

Perform a wide variety of planning and coordinating activities related to the program.

Represent the program needs under direction from Department Head to various collaborative agencies within or outside of the county government. Interact with a variety of high level individuals and governmental agencies to disseminate information, gain cooperation and resolve administrative issues.

Assist and/or prepare and monitor program budget, work plans and other administrative and fiscal functions, including: determining goals and objectives; reviewing and analyzing project budgets, and billings.

Research and prepare technical, administrative and financial reports and studies; prepare written correspondence, as necessary.

Recommend policy and develop appropriate procedures for program.

**MINIMUM QUALIFICATIONS REQUIRED**

**Education and Experience**

Equivalent to a Bachelor's degree from an accredited college or university in appropriate field.

Three years of responsible administrative experience with at least one year experience in specific or closely related program preferred.

**Licenses and Certifications**

May need to possess a valid driver's license as required by the position.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Applicable state, federal and local ordinances, laws, rules and regulations.

Administrative principles and practices, including, project management and goal setting and implementation.

Principles and methods of supervision.

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JOB DESCRIPTION

Modern office procedures, methods and computer equipment.

**Ability to:**

Establish and maintain effective working relationships with those contacted in the course of work.

Organize work, set priorities, meet deadlines, and follow up on assignments with a minimum of direction.

Manage multiple tasks; organize and manage multiple priorities.

Apply Federal and State budget and financial reporting requirements.

Operate computers and related software.

Interpret and apply relevant government codes and laws.

Communicate clearly and concisely, both orally and in writing.

Perform under stress with multiple types of personalities and contacts.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist, stoop and/or bend to reach equipment surrounding desk; perform simple and power grasping, pushing, pulling and fine manipulation; and occasionally lift up to 20 pounds. Ability to speak and hear, to use hands to finger or handle, to walk and stand.

Must be able to attend meetings with various numbers of peoples and to communicate with them effectively.

**Working Conditions**

Work is normally performed in an office environment with occasional exposure to outdoor temperatures and conditions. May require frequent driving and will require frequent exposure to many people.



## EMPLOYMENT OPPORTUNITY

# DEPUTY DISTRICT ATTORNEY

### SALARY AND BENEFITS

\$29.11 - \$35.15 Hourly, plus benefits

### FILING DEADLINE

Open until filled

### DUTIES AND RESPONSIBILITIES

Deputy District Attorneys perform difficult legal work in the enforcement of criminal laws. The major duties of the job include:

- Receive complaints filed by arresting officers; review and examine evidence.
- Interrogate witnesses, investigate the scenes of crimes and make prosecutorial determinations.
- Assign investigators and/or make personal investigations.
- Appear in Municipal, Superior and Appellate courts and try cases.
- Prepare trial briefs, check questions of law, anticipate legal reasoning of defense attorneys, and draft jury instructions.
- Present opening statements, interrogate and cross-examine witnesses, argue points of law, and make final arguments or summations.
- Prepare briefs or opinions concerning the law as applied to matters within the jurisdiction of the District Attorney.
- Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

**Education:** Graduation from an accredited school of law.

**License:** Active membership in the California State Bar Association.  
Valid driver's license.

**Experience:** Two years experience in the practice of law. Some misdemeanor criminal trial experience is preferred. Judicial or prosecutorial internship a plus.

## SELECTION PROCESS

A screening committee will review application materials, and the best-qualified applicants will be invited to Susanville to participate in interviews.

## HOW TO APPLY

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. An application can be obtained from the Personnel Office listed below or by visiting our website at <http://lassencounty.org>. Qualified applicants are invited to submit an official Lassen County application plus resume, references and writing sample to:

Lassen County Personnel Department ☎ (530) 251-8320 ☎  
221 South Roop Street  
Susanville, California 96130

Opened: November 22, 2016

## ☞ GENERAL INFORMATION ☞

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States. A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are not guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.

**Center for Innovation and Resources, Inc**  
**Multi-disciplinary Team Investigations (20 participants)**

Multi-disciplinary Team Investigations Training - Lassen County	COST
<b>PERSONNEL</b>	
Project Coordinator \$50/hr x 64 hours (includes time at event)	\$ 3,200
Project Assistant \$25/hr x 24 hours	\$ 600
<b>OPERATING EXPENSES</b>	
<b>Travel</b>	
1 staff to Susanville for 2 days of training: transportation average \$425, perdiem 46, lodging average \$90 + tax	\$ 879
2 consultants to 1, 2-day Training transportation average \$375, perdiem \$46, lodging average \$90 + tax	\$ 1,658
<b>Supplies</b>	
General Office Supplies \$100/training, includes name tags, training supplies, etc.	\$ 100
<b>Contractual</b>	
Curriculum development/[prep day @ \$500/day for 2 days	\$ 1,000
2 Consultants to 2 Day Training, \$650/day for two trainers	\$ 2,600
2 Consultants for follow-up with agency: \$75/hr for 30 hours	\$ 2,250
Consultant follow-up may include phone calls, sharing/developing resources and web based training	
<b>Other</b>	
Reproduce participant materials, \$15/participant, 20 participants	\$ 300
general office duplication (flyers, registration, confirmation, etc)	\$ 50
<b>SUBTOTAL</b>	\$ 12,637
Admin cost at 15%	\$ 1,895.55
Note: Site and meal/refreshment costs are not included and are the responsibility of the hosting agency.	
<b>Total</b>	<b>\$14,533</b>



# David R. Broady

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## Education

University of California, , Hastings College of the Law  
**J.D. 1991**

Articles Editor, Hastings Constitutional Law Quarterly, 1990-1991

California State University Sacramento

**B.A. Criminal Justice, 1988**

- National Dean's List, 1988

## Professional experience

4/95 to present

PLACER COUNTY DISTRICT ATTORNEY, Auburn, CA

Senior District Attorney

Prosecute felony cases including homicide, sexual assault and child abuse cases at all stages from filing to sentencing. Duties include interviewing victims, directing investigative strategies, conducting preliminary hearings, motions, trials and sentencing. Represent government in Sexually Violent Predator cases. Prosecute juvenile offenders charged with both felony and misdemeanor offenses. Represent the prosecution in Mental Health and Veteran's behavioral courts. Represent the prosecution in Board of Parole Hearings where I advocate against the release of inmates sentenced to life terms. Special training in interviewing child and adult victims of sex crimes, medical and psychological evidence in sex crime prosecutions, and procedural and evidentiary rules related to prosecution of sex crimes. Board member of Placer County Multi-Disciplinary Interview Center, involved in training of new interviewers. Train locally for victim advocates, sexual assault response team nurses. Train statewide for Forensic Interview Training programs. Speak locally at victim support groups. 2002 Placer County Prosecutor of the Year.

8/91-3/95

RIVERSIDE COUNTY DISTRICT ATTORNEY, Riverside, CA

Deputy District Attorney II

Conduct preliminary hearings, felony and misdemeanor case preparation and trials including narcotics, child abuse, weapons offenses, domestic violence and driving under the influence. Juvenile prosecutions including gang-murder conspiracy, burglary and stabbing with great bodily injury. Extensive motions practice. Training of law enforcement officers in arrest, search and seizure, and general investigative tactics. Training and supervision of law clerks, and training of new deputy prosecutors. Litigated over 20 jury trials involving many complex witness and evidentiary issues. Assigned to multi-agency street racing task force—responsible for coordination and prosecution of such cases.

1990-1991

SACRAMENTO COUNTY DISTRICT ATTORNEY, Sacramento, CA

Certified Legal Intern

Court hearings and research and writing in felony and misdemeanor cases including suppression hearings, preliminary hearings, court trials.

8/90-12/90

UNITED STATES ATTORNEY, San Francisco, CA

Law Clerk

Felony motion research and preparation. Misdemeanor litigation.

# MIRIAM WOLF, MS, LCSW

## PROFESSIONAL EXPERIENCE

### CONSULTANT/TRAINER/CURRICULUM WRITER

1998 - present

#### Selected projects:

- Provide training and curriculum development in the areas of sexual abuse, child abuse and family violence, forensic interviewing, mandated reporting, child development and related topics
- Perform forensic interviews & case/program consultation at a multidisciplinary interview center
- Provide expert witness testimony
- Wrote California's statewide curriculum and provided training-for-trainers on child forensic interviewing
- Wrote manual on membership standards for a national, multidisciplinary child abuse organization
- Wrote manual on implementing a children's program for a national child abuse prevention organization
- Wrote statewide standardized curricula for public child welfare workers on sexual abuse, interviewing and child traumatic stress
- Wrote curriculum on establishing family resource centers for statewide family support organization
- Wrote curriculum for statewide mental health agency on the co-occurrence of domestic violence, substance abuse and mental health issues
- Wrote curriculum on teen dating violence for a faith-based domestic violence organization, distributed nationally
- Wrote curriculum on multidisciplinary collaboration for adult protective service workers
- Co-authored parenting education curricula/train-the-trainer program, distributed nationally
- Served as consultant and parent liaison at residential summer camps

#### Selected client list:

- |  |   |
|--|---|
| ○ National Children's Alliance   | ○ Shalom Bayit  |
| ○ Parents Anonymous-The National Organization  | ○ Camp Ramah  |
| ○ CALSWEC (California Social Work Education Center/UC Berkeley)                        | ○ Camp Alonim   |
| ○ Strategies (statewide training and technical assistance for family resource centers) | ○ Counties of San Mateo, Alameda, San Francisco, Santa Clara & Contra Costa |
| ○ Bay Area Academy (regional training academy for public child welfare workers)        | ○ Child Abuse Prevention Councils of Ventura, San Joaquin & Lake Counties   |
| ○ California Child Abuse Training and Technical Assistance (CATTa) Centers             | ○ The Keller Center   |
| ○ Children's Bureau of Southern California   | ○ California Institute of Mental Health                                     |
| ○ Grail Family Resource Center   | ○ Rady Children's Hospital, San Diego                                       |
|  | ○ Family Support California   |

### FORENSIC INTERVIEWER/PROGRAM CONSULTANT Keller Center/San Mateo County Medical Center, San Mateo, CA

September, 2004 – current

- Perform forensic interviews for children, adolescents and adults who are suspected victims of child sexual abuse, sexual assault, physical abuse and domestic violence
- Mentors and train new forensic interviewers
- Coordinate case review and peer review
- Provide case consultation and training to multidisciplinary professionals
- Perform programmatic duties at request of multidisciplinary team members/agency partners

## **DIRECTOR**

**Stuart House, Santa Monica-UCLA Medical Center, Santa Monica, CA**

**February, 1995-July, 1998**

Directed model public-private collaborative program for suspected victims of child sexual abuse.

- Managed on-site multidisciplinary team of district attorneys, law enforcement and child protective services personnel
- Directly supervised two physicians, two masters-level child advocates, administrative staff and volunteer coordinator
- Provided basic and advanced training in forensic interviewing and related topics for law enforcement, DA, CPS
- Provided workshops for multidisciplinary audiences at local, national and international conferences
- Managed on-site pediatric forensic medical clinic
- Implemented criminal court education/support program for child witnesses
- Consulted on clinical and developmental issues during forensic interviews
- Led multidisciplinary case reviews and quarterly management-level interagency program advisory meetings
- Wrote grant proposals and provided reports to funders
- Provided crisis intervention, advocacy and court support to child and adolescent victims and their families
- Certified as rape crisis counselor

## **DIRECTOR OF TRAINING AND STAFF DEVELOPMENT**

**Children's Bureau of Southern California, Los Angeles, CA**

**January, 1993 - February, 1995**

Promoted to senior management position in 100-person agency with responsibility for clinical and management staff training.

- Wrote curricula and presented training programs to clinical social workers, family support counselors and foster parents
- Developed and taught 40 hour management training program and provided ongoing coaching and training to middle and upper level managers
- Created 3-day orientation program for all new employees
- Oversaw agency's human resource and volunteer efforts, including direct supervision of volunteer coordinators
- Member of agency's Diversity Council

## **SUPERVISING SOCIAL WORKER**

**Children's Bureau of Southern California, Los Angeles, CA**

**October, 1990 - December, 1992**

Supervised residential group home/reunification program for abused children, ages 0-5 years.

- Hired and supervised ten child care and family reunification workers
- Provided child, adult, family & group therapy and case management services
- Facilitated parent education and support groups
- Wrote quarterly reports to DCFS and testified in Dependency Court
- Provided "in-home" services to biological families at-risk of placement and those reunifying
- Completed foster home studies and transitioned children from residential care to foster homes
- Coordinated agency-wide training program for 35 child care workers

## **PROGRAM DIRECTOR**

**Camp Ramah, Los Angeles, CA**

**June, 1986 - September, 1989**

Directed summer camping program for Jewish youth with special needs, ages 10-21.

- Coordinated and supervised all clinical, educational, and administrative aspects of program
- Created and implemented vocational education program
- Served as clinical consultant to regular camp program of 500 children
- Wrote grant proposals

## **THERAPIST**

**Canyon Verde Center, Hawthorne, CA**

**November, 1988 - August, 1989**

Served as therapist in private special education school.

- Conducted individual counseling and play therapy sessions with emotionally disturbed students, ages 6-21
- Co-led parent education group
- Provided clinical consultation to classroom teachers

## **EDUCATION**

### **M.S. Special Education, May 1988**

Bank Street College of Education (dual degree program)

### **M.S. Social Work, May 1987**

Columbia University (dual degree program)

### **B.A. Sociology, March 1984**

University of California, Los Angeles (UCLA)

## **SPECIALIZED CERTIFICATIONS**

- California Licensed Clinical Social Worker (LCSW)
- Certified Sexual Assault Counselor, in accordance with State Office of Criminal Justice Planning requirements
- Certified Trainer, Program for Infant and Toddler Caregivers, California State Department of Education
- Post-masters certificate in Family Therapy, Southern California Counseling Center
- Certificate of Completion in Child Forensic Interview Training; Training-of-Trainers; serve on statewide trainer panel

## **PROFESSIONAL MEMBERSHIPS, BOARD AND COMMITTEE PARTICIPATION**

- CNCAC (California Network of Children's Advocacy Centers) – Elected State Board Member, 2007-current
- Shalom Bayit –Board Member, 2012-2014
- Camp Ramah in No. California – Board Member, 2013-present
- APSAC (American Professional Society on the Abuse of Children) – Member, 1995-current
- National Association of Social Workers, 1987-current
- Gideon Hausner Jewish Community Day School, Community Board Member – 1999-2002
- CAPSAC (California Professional Society on the Abuse of Children) -- Elected State Board Member, 1998-2007

## **SELECTED TEACHING EXPERIENCE:**

- "Child Forensic Interviewing," (one to four day courses, and training-of-trainers and multiple workshop-format presentations) (1996-present)
- "Child Sexual Abuse," multiple workshops through full-day presentations (1996-present)
- "Child Physical Abuse and Neglect," full day presentations (2005-present)
- "Justice and Healing: Trauma-Informed MDT Investigations and Responses," Webinar for CATT, June 2013.

Selected teaching experience, continued

- "Mandatory Reporting of Child Abuse," multiple presentations, 1993-present
- "First Responders/Child Investigative Interviewing," (multiple presentations 2000-present)
- "Managing Disclosures of Sexual Abuse in the Clinic Setting" and "Child Forensic Interviewing: How did we get here and why?," Stanford Medical Conference, Stanford University, October 2013
- "Child Traumatic Stress for Child Welfare Workers," (one to two day courses, and training-of-trainers (UC Berkeley/CalSWEC 2008 and 2009, Rady Children's Hospital, 10/10 and 5/11)
- "Is This Normal?: Typical and Atypical Sexual Development of Childhood," Santa Monica-UCLA Rape Treatment Center (1997-1999), CATTA (5/99, 6/99, 7/99), San Mateo County (3/00), Children's Bureau of Southern California (5/02), Las Madres (6/02), Eastfield-Ming Quong, multiple workshops, 1994-2005, Ventura Child Abuse Prevention Council (2007), San Joaquin County Child Abuse Prevention Council (2007), San Mateo County Adoptive Parents Association (3/11), Webinar (6/12)
- "American and British Perspectives on the Management of Child Sexual Abuse," (included mini-courses on Forensic Interviewing & Working with Child Witnesses) Hereford, England (5/97)
- Consent, Cooperation and Credibility: Issues and Strategies in Forensic Interviewing of Adolescents (LAPD Chief's Conference, 11/06, San Diego International Conference on Child Maltreatment, 1/08)
- Interviewing Young Children (multiple presentations, 2000-2012, San Diego International Conference on Child Maltreatment, 1/10 and 1/13)
- "Child Development and Child Abuse " (14 hour course), Bay Area Academy (2/01, 3/01, 4/01), and multiple one-day presentations 2000-2003
- "Kids in Court," L.A. Superior Court Judges, Los Angeles (5/97), L.A. County District Attorney's Office, (6/97), San Mateo County District Attorney's Office, San Mateo (11/99), International Conference on Family Violence (9/02, 9/03)
- "Conception and Misconception: Relationships between Teenage Girls and Adult Men," Rape Treatment Center, Santa Monica, CA (5/97), Giarretto Institute Statewide Conference (2/98), Child Abuse Prevention Councils Statewide Conference (3/98), Tulare County District Attorney's Office Statewide Conference on Teen Pregnancy (5/99), CAPSAC- No. CA/Child Abuse Council, San Francisco, CA (2/00), UC Davis (5/00)
- "Mandatory Reporting of Consensual Sexual Activity of Minors," California American Professional Society on the Abuse of Children (CAPSAC), Los Angeles, CA (9/97) and Westside Trauma Council, Los Angeles, CA (6/97), Giarretto/EMQ, San Jose (5/99, 6/99, 12/01), Children's Bureau of Southern California (5/02)
- "Interviewing Non-offending Parents," L.A. County Law Enforcement Trainings (6/96, 9/97)
- "Therapeutic vs. Forensic Interviewing: What the Mental Health Clinician Should Know," Eastfield-Ming Quong (2005) Julia Ann Singer Center, Los Angeles, CA (2/97), Family Services of Santa Monica, Santa Monica, CA (3/97, 3/98), and Richstone Family Center, Hawthorne, CA (9/97)
- "NuParent Facilitator Training" (14 hour "Train-the-Trainer" course for facilitators of a parenting education curriculum), Los Angeles, CA (11/99, 3/00, 4/00, 5/00, 10/00, 4/01)



CALIFORNIA  
CLINICAL FORENSIC  
MEDICAL TRAINING CENTER



CALIFORNIA  
DISTRICT  
ATTORNEYS  
ASSOCIATION

**California Clinical Forensic Medical Training Center (CCFMTC)**

**&**

**California District Attorneys Association**

*Presents:*

**SART SUMMIT CONFERENCE VI**

**September 5-7, 2017**

**Location:** Hyatt Regency Newport Beach  
1107 Jamboree Road  
Newport Beach, CA 92660  
(949) 729-1234

**Tuesday, September 5, 2017**

- 1:00 p.m. – 1:30 p.m. Welcome and Introductions**  
Marilyn Peterson, Director  
California Clinical Forensic Medical Training Center  
Sacramento, CA
- Amanda Zambor  
Deputy District Attorney  
Yolo County District Attorney's Office  
Woodland, CA
- 1:30 p.m. – 2:15 p.m. GENERAL SESSION KEYNOTE: A Southeast Asian Survivor Story**  
Yee Xiong  
Davis, CA
- 2:15 p.m. – 2:30 p.m. BREAK**
- 2:30 p.m. – 3:30 p.m. GENERAL SESSION: Support for Survivors - Accessing Victim Compensation in California**  
Christie Munson, Deputy Executive Officer,  
Victim Compensation Division, California Victim Compensation Board  
Sacramento, CA

**\*\*Both MCLE and BRN credit will be offered at this event\*\***



**BREAK OUT SESSIONS**  
**September 5, 2017**

- 2:30 p.m. – 5:00 p.m. *Prosecutor Workshop – Garden Room 1***  
**Charging & Sentencing**  
Teresa Smith, Lead Deputy District Attorney  
San Bernardino District Attorney's Office  
San Bernardino County, CA
- 3:30 p.m. – 5:00 p.m. *Law Enforcement Officers Workshop – Terrace Ballroom***  
**ViCap– A Resource for Violent Crime Investigations Including Sexual Assault**  
Paige Kneeland, Deputy Sheriff  
Sacramento County Sheriff's Department  
Sacramento, CA
- 3:30 p.m. – 5:00 p.m. *Sexual Assault Examiners Workshop for SAFEs and SANEs – Pacific Room***  
**Revision of CAL OES 2-924 and Roll-Out Plan of the e923**  
Angela Vickers, M.D.  
Medical Director, BEAR Center  
Sacramento, CA
- Malinda Wheeler, NP, FNP, RN, SANE  
Owner/Director, Forensic Nurse Specialists  
Long Beach, CA
- Jacqueline Winters-Hall, BSN, RN, PHN  
Forensic Nurse Examiner  
Enloe Medical Center  
Chico, CA
- 3:30 p.m. – 5:00 p.m. *Victim Advocate Workshop – Patio Room***  
**The New Frontier: Combating Sexual Violence Against Immigrants in Detention Facilities**  
Liliana Olvera-Arbon, Project Coordinator  
California Coalition Against Sexual Assault (CALCASA)  
Pasadena, CA
- 3:30 p.m. – 5:00 p.m. *Forensic Scientists Workshop – Garden Room 2***  
**Trends in Forensic Science: Sexual Assault Suspect Exams and Rapid DNA Testing**
- |   |   |  |
|---|---|--|
| Jennifer Mihalovich, MPH F -<br>ABC<br>DNA Technical Leader, Forensic<br>Biology Unit Supervisor<br>Oakland Police Department,<br>Oakland, CA | Dr. Richard Selden, MD, PhD<br>Founder, Chairman, and<br>Chief Scientific Officer<br>Ande Corporation<br>Waltham, MA. | Patty Chiang<br>Marketing Director<br>IntegenX, Inc.<br>Pleasanton, CA |
|---|---|--|



**Wednesday, September 6, 2017**

**8:45 a.m. – 9:00 a.m. Welcome and Introductions**  
Amanda Martin, Senior Attorney  
California District Attorneys Association  
Sacramento, CA

**9:00 a.m. – 10:30 a.m. GENERAL SESSION KEYNOTE: Prosecuting Alcohol-Facilitated Sexual Assaults**  
Gloria Marin, Deputy District Attorney  
Los Angeles County District Attorney's Office  
Los Angeles, CA

**10:30 a.m. – 10:45 a.m. BREAK**

**10:45 a.m. – 12:00 p.m. GENERAL SESSION: Rapid DNA Analysis (RADS) Update & Successes**

Julie Renfroe, MBA, D-ABC  
Assistant Laboratory Director  
Jan Bashinski DNA Laboratory  
Richmond, CA

Jacob "Jake" Hancock  
Investigator  
Butte County District Attorney's Office  
Chico, CA

Jacqueline Winters-Hall, RN  
SAFE Team Coordinator  
Enloe Hospital  
Chico, CA

Erin Kingsbury  
Deputy District Attorney  
Alameda County District Attorney's Office  
Alameda, CA

**12 Noon – 1:30 p.m. LUNCH (on your own)**

**1:30 p.m. – 3:00 p.m. GENERAL SESSION: It's Finished! California Electronic CAL OES 2-923 Form and Glossary**  
William Green, MD, Medical Director  
California Clinical Forensic Medical Training Center  
Sacramento, CA

**3:00 p.m. – 3:15 p.m. BREAK**

**3:15 p.m. – 4:15 p.m. GENERAL SESSION: Standardized Rape Kit for California and National SAFER Report**

Malinda Wheeler, NP, FNP, RN, SANE  
Owner/Director  
Forensic Nurse Specialists, Inc.  
Long Beach, CA

Robert W. Taylor, Assistant Director  
Los Angeles Sheriff's Department  
Scientific Services Bureau  
Los Angeles, CA

**4:15 p.m. 5:15 p.m. Break Out into SARTs by County**





CALIFORNIA  
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MEDICAL TRAINING CENTER



CALIFORNIA  
DISTRICT  
ATTORNEYS  
ASSOCIATION

**Thursday, September 7, 2017**

**9:00 a.m. – 9:15 a.m.**

**Welcome and Introductions**

William Green, MD, Medical Director  
California Clinical Forensic Medical Training Center  
Sacramento, CA

**9:15 a.m. – 10:30 a.m.**

**GENERAL SESSION: Human Trafficking - Identifying and Investigating**

Maggy Krell, Deputy Attorney General  
California Department of Justice  
Sacramento, CA

**10:30 a.m. – 10:45 a.m.**

**BREAK**

**10:45 a.m. – 11:15 a.m.**

**GENERAL SESSION CLOSING KEYNOTE: Are We Making Progress- Success or Failure?**

Patti Giggans, Executive Director  
Peace Over Violence  
Los Angeles, CA

**11:15 a.m. – 11:30 a.m.**

**Wrap Up and Adjournment**

Marilyn Peterson, Director  
California Clinical Forensic Medical Training Center  
Sacramento, CA

*SART Summit VI is supported by a grant from the California Office of Emergency Services (CAL OES) to the California District Attorneys Association (CDA A) on behalf of the California Clinical Forensic Medical Training Center (CCFMTTC).*



SEXUAL  
ASSAULT  
RESPONSE  
TEAM

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

<b>Subrecipient:</b> Lassen County District Attorney	<b>DUNS #:</b> 120401992	<b>FIPS #:</b>
<b>Grant Disaster/Program Title:</b> Child Advocacy Center (KC) Program		
<b>Performance Period:</b> April 1, 2017 to March 31, 2017		<b>Subaward Amount Requested:</b> \$ 218,750
<b>Type of Non-Federal Entity (Check Box)</b>	<input type="checkbox"/> State Gov. <input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> 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 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, 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?	1-3 grants
4. What is the approximate total dollar amount of all grants your organization receive?	\$ 183,000
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?	No
9. Do you have a written plan on how you 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?	N/A

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

<b>Signature: (Authorized Agent)</b> 	<b>Date:</b> December 25, 2017
<b>Print Name:</b> Michelle Latimer	<b>Print Title:</b> Lassen County District Attorney Program Coordinator

## **APPLICATION APPENDIX**

- ✓ Organizational Chart
- ✓ Operational Agreement
- ✓ Project Summary (Cal OES 2-150)
- ✓ Non-competitive Bid Request Checklist (Cal OES 2-156)
- ✓ Project Service Area Information (Cal OES 2-154)
- ✓ Computer and Automated Systems Purchase Justification (Cal OES 2-157)

Lassen County District Attorney's Multi-Disciplinary Team/Child Advocacy Center

**PROPOSED  
ORGANIZATIONAL CHART**

LASSEN COUNTY DISTRICT ATTORNEY

Stacey L. Montgomery  
Project Director



DEPUTY DISTRICT ATTORNEY

Stephanie Skeen  
10% FTE

PROGRAM COORDINATOR & FISCAL

Michelle Latimer  
10% FTE



MULTI-DISCIPLINARY INTERVIEW TEAM COORDINATOR

TBD  
100% FTE

Lassen County Administration

Richard Egan, CAO  
Diana Wemple, Auditor, Fiscal Officer

### **Notes on Operational Agreements/MOU's**

Original Operational Agreements have been forwarded to Lassen County Counsel's office for review as to form.

Operational Agreements between Lassen County Behavioral Health and Banner-Lassen Medical Center will be submitted to Cal OES when the Multi-Disciplinary Team has identified a qualified representative from each agency.

Memorandum of Understanding will be created in a collaborative effort during the scheduled two-day MDIT training set in June, 2018.

## Operational Agreements (OA) Summary Form

	List of Agencies/Organizations/Individuals	Date OA Signed (xx/xx/xxxx)	Dates of OA From: To:	
1.	Susanville Police Department	04/01/18	to	04/01/20
2.	Lassen County Child and Family Services	04/01/18	to	04/01/20
3.	Lassen County Sheriff's Office	04/01/18	to	04/01/20
4.	Lassen Family Services, Inc.	04/01/18	to	04/01/20
5.	Banner-Lassen Medical Center	04/01/18	to	04/01/20
6.	Lassen County Behavioral Health	04/01/18	to	04/01/20
7.			to	
8.	(All OA's have been submitted to the Lassen County		to	
9.	Counsel's office for review as to form before release for		to	
10.	signature to the partnering agencies, as per county		to	
11.	policy. Fully executed OA's will be provided to Cal OES		to	
12.	before the beginning of the grant term.)		to	
13.			to	
14.			to	
15.			to	
16.			to	
17.			to	
18.			to	
19.			to	
20.			to	

Use additional pages if necessary.

# **CHILD ADVOCACY CENTER AND MULTI-DISCIPLINARY TEAM PROGRAM**

## **OPERATIONAL AGREEMENT BETWEEN**

### **THE LASSEN COUNTY DISTRICT ATTORNEY**

**and**

### **THE SUSANVILLE POLICE DEPARTMENT**

This Operational Agreement (OA) stands as evidence that the Lassen County District Attorney (LCDA) and the Susanville Police Department (SPD) intend to work together toward the mutual goal of providing maximum available assistance for child victims of physical and sexual abuse residing in Lassen County and the City of Susanville. Both agencies believe the implementation of the Child Advocacy Center and development of the current Multi-Disciplinary Team (MDIT) will further this goal. To this end, the two agencies agree to participate in the exchange of services by coordinating the provision of the Child Advocacy Center and Multi-Disciplinary Team Program objectives.

1. The Lassen County District Attorney's Office will closely coordinate the following services with the Susanville Police Department:
  - The LCDA will be responsible for prosecuting criminal cases filed if the evidence gathered is sufficient to support criminal charges.
  - The LCDA will Coordinate the MDIT Program providing a paid full-time coordinator to organize and plan MDIT interviews and projects, provide record keeping and gather statistical data for reporting;
  - Provide fiscal oversight of the MDIT Cal OES grant funding of the project;
  - Provide a Deputy District Attorney available to officers and detectives for advice and consultation in developing the case;
  - Be available to the community and other involved agencies concerning the use and implementation of the MDI Program;
  - The DA will make available qualified staff to conduct interviews of children as agreed upon by the team and to participate in the MD Interview process.
  - Provide personnel to be trained as interview specialists for the MDI process.
  - Coordinate and participate in the quarterly MDIT partnership meetings.

2. The Susanville Police department will closely coordinate the following services with the Lassen County District Attorney's Office:

- SPD will be responsible for conducting criminal investigations, draft reports, collect evidence, secure crime scenes, take witness statements, obtain search, arrest warrants, and be responsible for the overall criminal investigation for suspected child abuse cases within their jurisdiction.
- SPD will make available qualified investigating officers to conduct forensic interviews of children, as agreed upon by the team, and to participate in the Multi-Disciplinary Interview process.
- When possible, provide personnel to be trained as forensic interview specialists.
- Participate in the quarterly MDIT partnership meetings.

This OA will begin on April 1, 2018 and end on March 31, 2020.

We, the undersigned, as authorized representatives of the Lassen County District Attorney's Office and the Susanville Police Department do hereby approve this Operational Agreement.

\_\_\_\_\_  
Stacey L. Montgomery                      date  
Lassen County District Attorney

\_\_\_\_\_  
John King                                      date  
Susanville Chief of Police

Approved as to Form:

\_\_\_\_\_  
Lassen County Counsel



# **CHILD ADVOCACY CENTER AND MULTI-DISCIPLINARY TEAM PROGRAM**

## **OPERATIONAL AGREEMENT BETWEEN**

### **THE LASSEN COUNTY DISTRICT ATTORNEY**

**and**

### **THE LASSEN FAMILY SERVICES, INC.**

This Operational Agreement (OA) stands as evidence that the Lassen County District Attorney (LCDA) and the Lassen Family Services, Inc. (LFS) intend to work together toward the mutual goal of providing maximum available assistance for child victims of physical and sexual abuse residing in Lassen County and the City of Susanville. Both agencies believe the implementation of the Child Advocacy Center and development of the current Multi-Disciplinary Team (MDIT) will further this goal. To this end, the two agencies agree to participate in the exchange of services by coordinating the provision of the Child Advocacy Center and Multi-Disciplinary Team Program objectives.

1. The Lassen County District Attorney's Office will closely coordinate the following services with the Lassen Family Services, Inc.:
  - The LCDA will be responsible for prosecuting criminal cases filed if the evidence gathered is sufficient to support criminal charges.
  - The LCDA will Coordinate the MDIT Program providing a paid full-time coordinator to organize and plan MDIT interviews and projects, provide record keeping and gather statistical data for reporting;
  - Provide fiscal oversight of the MDIT Cal OES grant funding of the project;
  - Provide a Deputy District Attorney available to officers and detectives for advice and consultation in developing the case;
  - Be available to the community and other involved agencies concerning the use and implementation of the MDI Program;
  - The DA will make available qualified staff to conduct interviews of children as agreed upon by the team and to participate in the MD Interview process.
  - Provide personnel to be trained as interview specialists for the MDI process.
  - Coordinate and participate in the quarterly MDIT partnership meetings.

2. The Lassen Family Services, Inc. will closely coordinate the following services with the Lassen County District Attorney's Office:
  - To provide information, advocacy, support services and legal assistance to non-offending families and caregivers of child victims of sexual assault crimes through the established LFS programming and CHAT Program.
  - Participate in the quarterly MDIT partnership meetings.

This OA will begin on April 1, 2018 and end on March 31, 2020.

We, the undersigned, as authorized representatives of the Lassen County District Attorney's Office and the Lassen Family Services, Inc. do hereby approve this Operational Agreement.

\_\_\_\_\_  
Stacey L. Montgomery                      date  
Lassen County District Attorney

\_\_\_\_\_  
Executive Director                      date  
Lassen Family Services, Inc.

Approved as to Form:

\_\_\_\_\_  
Lassen County Counsel

# **CHILD ADVOCACY CENTER AND MULTI-DISCIPLINARY TEAM PROGRAM**

## **OPERATIONAL AGREEMENT BETWEEN**

### **THE LASSEN COUNTY DISTRICT ATTORNEY**

**and**

### **THE LASSEN COUNTY CHILD AND FAMILY SERVICES**

This Operational Agreement (OA) stands as evidence that the Lassen County District Attorney (LCDA) and Lassen County Child and Family Services (LCLCCFS) intend to work together toward the mutual goal of providing maximum available assistance for child victims of physical and sexual abuse residing in Lassen County and the City of Susanville. Both agencies believe the implementation of the Child Advocacy Center and development of the current Multi-Disciplinary Team (MDIT) will further this goal. To this end, the two agencies agree to participate in the exchange of services by coordinating the provision of the Child Advocacy Center and Multi-Disciplinary Team Program objectives.

1. The Lassen County District Attorney's Office will closely coordinate the following services with the Lassen County Child and Family Services:
  - The LCDA will be responsible for prosecuting criminal cases filed if the evidence gathered is sufficient to support criminal charges.
  - The LCDA will Coordinate the MDIT Program providing a paid full-time coordinator to organize and plan MDIT interviews and projects, provide record keeping and gather statistical data for reporting;
  - Provide fiscal oversight of the MDIT Cal OES grant funding of the project;
  - Provide a Deputy District Attorney available to officers and detectives for advice and consultation in developing the case;
  - Be available to the community and other involved agencies concerning the use and implementation of the MDI Program;
  - The DA will make available qualified staff to conduct interviews of children as agreed upon by the team and to participate in the MD Interview process.
  - Provide personnel to be trained as interview specialists for the MDI process.
  - Coordinate and participate in the quarterly MDIT partnership meetings.
2. Lassen County Child and Family Services will closely coordinate the following services with the Lassen County District Attorney's Office:

- LCLCCFS will assess the level of risk to children of in-home abuse cases and will take steps to insure the protection of the children.
- LCCFS receives and assign referrals to Emergency Response Social Workers for initial assessment. Conducts preliminary contacts with victims with the support of law enforcement when appropriate.
- In an imminent risk situation, the ER worker will arrange to have the child placed in protective custody. Arrangements will be made to have the interview scheduled as soon as possible in coordination with the law enforcement investigation.
- If the situation is not an imminent risk situation, a MDI will be scheduled on an appointment basis and will be coordinated with the DA Investigator/MDIT Coordinator.
- Provide appropriate referrals for follow-up services, such as age appropriate therapy and support services for family in coordination with the Victim/ Witness Assistance Program.
- LCCFS personnel will arrange for any necessary mental health services for the child as determined by the team.
- LCCFS will make available qualified staff to conduct interviews of children as agreed upon by the team and participate in the MD Interview process.
- When possible, provide personnel to be trained as interview specialists for the MDI process.
- Participate in the quarterly MDIT partnership meetings.

This OA will begin on April 1, 2018 and end on March 31, 2020.

We, the undersigned, as authorized representatives of the Lassen County District Attorney's Office and the Lassen County Child and Family Services do hereby approve this Operational Agreement.

\_\_\_\_\_  
Stacey L. Montgomery                      date  
Lassen County District Attorney

\_\_\_\_\_  
Lisa Chandler, Program Manager                      date  
Lassen County Child and Family Services

Approved as to Form:

\_\_\_\_\_  
Lassen County Counsel

**CHILD ADVOCACY CENTER AND MULTI-DISCIPLINARY TEAM PROGRAM**  
**OPERATIONAL AGREEMENT BETWEEN**  
**THE LASSEN COUNTY DISTRICT ATTORNEY**  
**and**  
**THE LASSEN COUNTY SHERIFF'S OFFICE**

This Operational Agreement (OA) stands as evidence that the Lassen County District Attorney (LCDA) and the Lassen County Sheriff's Office (LCSO) intend to work together toward the mutual goal of providing maximum available assistance for child victims of physical and sexual abuse residing in Lassen County and the City of Susanville. Both agencies believe the implementation of the Child Advocacy Center and development of the current Multi-Disciplinary Team (MDIT) will further this goal. To this end, the two agencies agree to participate in the exchange of services by coordinating the provision of the Child Advocacy Center and Multi-Disciplinary Team Program objectives.

1. The Lassen County District Attorney's Office will closely coordinate the following services with the Lassen County Sheriff's Office:
  - The LCDA will be responsible for prosecuting criminal cases filed if the evidence gathered is sufficient to support criminal charges.
  - The LCDA will coordinate the MDIT Program providing a paid full-time coordinator to organize and plan MDIT interviews and projects, provide record keeping and gather statistical data for reporting;
  - Provide fiscal oversight of the MDIT Cal OES grant funding of the project;
  - Provide a Deputy District Attorney available to deputies and detectives for advice and consultation in developing the case;
  - Be available to the community and other involved agencies concerning the use and implementation of the MDI Program;
  - The DA will make available qualified staff to conduct interviews of children as agreed upon by the team and to participate in the MD Interview process.
  - Provide personnel to be trained as interview specialists for the MDI process.
  - Coordinate and participate in the quarterly MDIT partnership meetings.

2. The Lassen County Sheriff's Office will closely coordinate the following services with the Lassen County District Attorney's Office:
- LCSO will be responsible for conducting criminal investigations, draft reports, collect evidence, secure crime scenes, take witness statements, obtain search, arrest warrants, and be responsible for the overall criminal investigation for suspected child abuse cases within their jurisdiction.
  - LCSO will make available qualified investigating deputies and detectives to conduct forensic interviews of children, as agreed upon by the team, and to participate in the Multi-Disciplinary Interview process.
  - When possible, provide personnel to be trained as forensic interview specialists.
  - Participate in the quarterly MDIT partnership meetings.

This OA will begin on April 1, 2018 and end on March 31, 2020.

We, the undersigned, as authorized representatives of the Lassen County District Attorney's Office and the Lassen County Sheriff's Office do hereby approve this Operational Agreement.

\_\_\_\_\_  
Stacey L. Montgomery                      date  
Lassen County District Attorney

\_\_\_\_\_  
Dean Growdon                                      date  
Lassen County Sheriff

Approved as to Form:

\_\_\_\_\_  
Lassen County Counsel

## PROJECT SUMMARY

1. Subaward #:		KC17010180		3. PERFORMANCE PERIOD	
2. PROJECT TITLE		Lassen County Child Advocacy Center and MDIT Program		04/01/2018 to 03/31/2019	
4. SUBRECIPIENT				5. GRANT AMOUNT	
Name:		Lassen County District Attorney		(this is the same amount as 12G of the Grant Subaward Face Sheet)	
Phone:		(530) 251-8284			
Address:		2950 Riverside Drive, Suite 102			
Fax #:		(530) 251-2692			
City:		Susanville		\$ 192,553	
Zip:		96130			

### 6. IMPLEMENTING AGENCY

Name: Lassen County District Attorney Phone: (530) 251-8284 Fax #: (530) 251-2692

Address: 2950 Riverside Drive, Suite 102 City: Susanville Zip: 96130

### 7. PROGRAM DESCRIPTION

The Lassen County District Attorney's Office, in partnership with the community we serve, is dedicated to ensuring public safety through the vigorous, ethical and professional prosecution of crime while protecting the rights of victims and witnesses. The CAC/MDIT Program will develop along the criteria established by the National Standards for Accreditation and will coordinate interventions to reduce potential trauma to children while improving service delivery. Our plan for the future includes an Child Advocacy Center within five years, either as an independent 501 ©(3) non-profit or as a sub department within the District Attorney's Department structured similarly to the Child Advocacy Center in Washoe County, Nevada.

### 8. PROBLEM STATEMENT

The Lassen County District Attorney's Office endeavors to develop a child-friendly facility whose purpose is to provide child victims a safe, non-threatening place to tell what happened to them during the necessary investigations of child sexual and physical abuse. These most vulnerable victims of crime suffer tremendous loss, not only physically and psychologically, but loss of their very childhood. Families and non-offending caregivers often struggle navigating the complex criminal justice system. Developing, educating and supporting the current Multi-Disciplinary Team will allow the county to more effectively provide service to child victims and their families.

### 9. OBJECTIVES

- ▶ Remaining focused on the needs of the child victim of sexual and physical abuse;
- ▶ Supporting the development the MDIT to the next level of progress necessary toward National Accreditation;
- ▶ Developing effective protocol in information sharing while ensuring the dignity and confidentiality of the victim;
- ▶ Providing training and education to the members of the Multi-Disciplinary Interview Team;
- ▶ Effectively track statistics and demographics while streamlining MDI's within the county;
- ▶ Monitor the progress of a case until the end of prosecution;
- ▶ Follow-up through confidential participant surveys for quality control;
- ▶ Establish, through a Memorandum of Understanding.

**10. ACTIVITIES**

The primary service provided to child sexual assault and physical abuse victims are: A safe, neutral, child centered environment in which to conduct forensic interviews to reduce the need for multiple interviews to reduce the likelihood of re-traumatizing the victim. Members of the MDIT collaboration will watch initial interviews and provide feedback for victim centered needs and services. The audio and video recordings will then be used as evidence in the prosecution of these crimes by Deputy District Attorney's. The in-house Victim Witness program and Community Based Organizations will provide resource and referrals for families and non-offending caregivers. Together we will follow through with case management; ensuring effective services are being provided by the partnership to align with the needs of the child and family.

**11. EVALUATION (if applicable)**

n/a

**12. NUMBER OF CLIENTS**

(if applicable)

50 - To include Forensic Interviews and Resource & Referral

**13. PROJECT BUDGET**

(these are the same amounts as on Budget Pages)

Personal Services	Operating Expenses	Equipment	TOTAL
\$90,502	\$54,466	\$47,585	\$192,553
			\$0
			\$0
			\$0
			\$0
			\$0
\$90,502	\$54,466	\$47,585	\$192,553



## NONCOMPETITIVE BID REQUEST CHECKLIST

Has the Applicant/Subrecipient met the following requirements of the *Subrecipient Handbook*:

Check appropriate box: Yes No

### Section 3511

Do conditions exist that require a sole/single-source contract?

☒☐

### Section 3521.1

Is a brief description of the program or project included?

☒☐

### Section 3521.2

Was it necessary to contract noncompetitively?

☒☐

Did the contractor submit his/her qualifications?

☒☐

Is the reasonableness of the cost justified?

☒☐

Were cost comparisons made with differences noted for similar services?

☒☐

Is a justification provided regarding the need for contract?

☒☐

### Section 3521.3

Is an explanation provided for the uniqueness of the contract?

☒☐

### Section 3521.4

Are there time constraints impacting the project?

☒☐

Were comparisons made to identify the time required for another contractor to reach the same level of competence?

☒☐

## 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.

\*Susanville, Lassen County, California

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.

California 1st Congressional District - Doug LaMalfa

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.

California 1st State Assembly District - Brian Dahle

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.

California 1st Senate District - Ted Gaines

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

Total Population 35,001

Susanville: Population estimate as of July 1, 2016 - 14,843. US Census Bureau

Date: 12/27/17

To: Michelle Latimer

CC: Stacey Montgomery

From: Jason Housel, Lassen County Information Services Supervisor

## **Computers and Automated Systems**

### **Purchase Justification**

*Subject: Build and maintain MDI (multi-disciplinary investigations) room*

The Lassen County District Attorney's office has contacted County IT (ISD) with the express purpose of designing, building, and maintaining an audiovisual system at the Lassen County Government Center (LCGC) at 2950 Riverside Dr. Suite # 102, Susanville, CA, 96130.

1. The purpose of the system is to enable the investigating team to interview witnesses in a secure and welcoming environment and to provide the MDI team adequate tools to present the recordings in court as evidence. The system would require the use of two rooms—the "MDI Room" located within the DA's office and remote viewing/control in the nearby Eagle Lake Conference Room. There is also a workflow for storing these rather large files for longer periods, as prescribed by law. The system is described below by subsystems: Video, audio, display, control, and miscellaneous materials.

#### *Design*

Video system: Consists of pan-tilt-zoom (PTZ camera), A/V mixer with encoder (for streaming), and solid state drives which may be attached for long-term recording/storage.

Audio system: Consists of two (2) suspended microphones and two (2) additional microphones that have a pick-up pattern suited for heights of shorter people, primarily children. There is also a requirement for instructional audio transmission from viewing/control room to the MDI room to the interviewer via an IFB (interruptible foldback) system.

Display system: Consists of one (1) 55" interactive touch display with on-board PC in the MDI room. The intent is provide victims, particularly children, ability to draw or write their story. The output of the display is routed to the A/V mixer. The software is included with the specified system. There is also a requirement for two displays in the control room—one for the multiviewer output and one for the program output. These would be about 42" displays and wall-mounted in the Eagle Lake Conference Room. Appropriate wall mounts for the three displays and the PTZ camera are identified.

Control system: Consists of camera controller and graphical user interface (GUI) whereby the operator may move the camera, select inputs & outputs, and make other necessary adjustments in order to capture the cleanest audio possible with the system. The system includes a controller for precise camera control so the operator may zoom in/out or pan the room to follow the subject. A wireless mouse and keyboard will communicate with the on-board PC that drives the display in the MDI room.

Miscellaneous materials: This is cabling, USB extension, cable management, encrypted thumb drives and other hardware needed to build a functional system.

2. The request for hardware and software in the excess of \$25,000 is for a new Multi-Disciplinary Interview system in a closed network with no remote access. The system does not integrate with our Active Directory so IT is not able to control access

through County credentials nor audit the access to the system. Internal controls will be established to retain MDI Team Access and store electronic audio/video on disk/USB within the controlled environment of the District Attorney's Evidence Room. Limited access of staff will be granted to the evidence room and storage of these critically important interviews will remain, as record retention policy and procedure dictate, but up to 15 years after the child turns 18 years of age.