

VICTIM/WITNESS ASSISTANCE PROGRAM

VOLUNTEER RESPONSIBILITIES

As a Victim Assistance Volunteer Applicant, I understand that I must fulfill certain responsibilities if I am accepted for a volunteer position. At a minimum, these responsibilities include:

1. Making the victims with which I will work my paramount concern. Most of these victims are experiencing difficulty with their lives, thus I will give them my full attention and make them my primary focus.
2. Maintaining a professional demeanor, attitude and behavior at all times. Even though this may be my first experience of working in the professional arena, I will make every effort to behave as would be expected of a new professional.
3. Refraining from the use of illegal substances.
4. Keeping all information gained from the Victim/Witness Assistance Program (VWAP) and Prosecuting Attorney's Office confidential. I will not discuss agency or victim information outside of the VWAP or Prosecuting Attorney's Offices.
5. Following the schedule of assigned hours to work. If I cannot attend a scheduled meeting, I will notify the Program Coordinator.
6. Recording all of the hours that I have volunteered and the duties I performed during my volunteer hours.
7. Meet with the Program Coordinator regularly so that I can receive updates on important programmatic changes, training on agency relevant matters, and have an opportunity to share experiences and deal with problems I may be experiencing.
8. Complete to the best of my ability the tasks that are assigned to me in the Prosecuting Attorney's Office in a timely manner.

I agree to fulfill the above listed responsibilities and understand if I fail to do so, I may be dismissed from the Victim Assistance Volunteer Program.

APPLICANT'S PRINTED NAME

DATE OF BIRTH

APPLICANT'S SIGNATURE

TODAY'S DATE

APPLICANT'S SOCIAL SECURITY NUMBER

Taken, subscribed, and sworn to before me this _____ day of _____, 20_____.

My commission expires:_____

NOTARY PUBLIC