

**MONTGOMERY COUNTY ATTORNEY'S OFFICE
VICTIM & WITNESS COORDINATOR
TRAFFIC DIVERSION COORDINATOR**

1. Pull appropriate file and distribute police reports as needed for assessment by the local Batterer's Intervention Program
2. Arrange meetings with other agencies or Law Enforcement Officers as directed by the County Attorney as pertains to Victim cases.
3. Attend MDF

DIVERSION COORDINATOR

Traffic Diversions:

- i. Speak to the person (or the person's attorney) who received the ticket and explain the traffic diversion process
- ii. Take all information, including the name, email, and phone number and log it into my diversion spreadsheet
- iii. Acquire a copy of the ticket from Traffic Court
- iv. Acquire a copy of the person's driving record on-line (Kansas driving record) or from the Sheriff's dept. (out of state driving record)
- v. Create a physical case file
- vi. Give to the traffic assistant county attorney and request that he approve the diversion
- vii. If the attorney approves, he creates the diversion agreement and I mail, email, or fax the diversion agreement along with an instruction sheet to person or the attorney representing them
- viii. Upon receiving the diversion agreement and monies back from the divertee, I make sure that everything is signed and all money amounts are correct.
- ix. E-file the diversion agreement and continuance order and mail the money order/check to Traffic Court in Coffeyville
- x. Monitor efiled diversions and after they have been accepted and filed by the court, sent them to the divertee or attorney representing them.

II. VICTIM/WITNESS COORDINATOR DUTIES:

1. Criminal cases:

- i. Upon receiving a new criminal case that involves victims, I call each victim individually and let them know that we have filed a case, find out how they're doing, explain their basic rights as a victim, and answer questions. I also discuss financial loss and the documents that we will need (if any), the county's VINE program. I discuss the Crime Victim Compensation fund and mail paperwork if applicable. This is usually a 10-20 minute phone call.
- ii. Create and mail, email, or fax (their preference) an initial contact letter and impact statement for them to complete and return to our office.

- iii. Make notes about the phone call in our FullCase system
 - iv. If the phone number does not work, I will research the case file and research the Enterpol system to try to find a phone number that may have been missed by the officer or our office. If I absolutely must have a phone number, I will call the arresting agency and send someone to find the victim and get a phone number. If all fails, I create an extra label to attach to my letter imploring the victim to call our office with a phone number.
 - v. After every Tuesday and Thursday dockets, I am give the physical criminal case files to create victim notification letters to send all victims with the new court dates. At this time, I also check the status of the case and make sure that the victim or victim's family is responding. If no contact has been made, I will try to call again. If unable to contact, I attach another label to the letter to again request that they call our office to discuss the case and possible financial loss.
 - vi. Coordinate JT prep meetings with officers/witnesses/victims per the attorney's request and attend the meetings if requested by the attorney
 - vii. Notify the victim of the sentencing hearing and about their rights to speak at sentencing. Upon their request, I will read any or all statements or letters into the record at the sentencing hearing.
 - viii. Gather, combine, and coordinate all restitution amounts. In cases where there are several victims installed, I create a restitution spreadsheet.
 - ix. Go through the files twice a week before that docket and check to make sure that restitution amounts are intact for the sentencing hearings and remind victims and in certain cases, call the victim to remind them about the hearing.
2. Represent Montgomery County at the yearly Crime Victim Rights Conference to learn about new Victim Services programs and procedures, attend workshops involving victim issues and solutions, and refresh my stocks of brochures, forms, and posters.
 3. Attend other seminars at various agencies as directed by the County Attorney
 4. Maintain and refresh brochures and information rack in the hall and hang posters about crime victim help and programs
 5. Crime Victim Compensation Board – Fax applications as needed and monitor for restitution. Assist victims as needed with getting bills paid either by the board or local agencies and churches.
 6. Fill out Kansas Department of Corrections Victim notification data sheets mailed to this office by the state
 7. Arrange and sit in on meetings or phone conferences with victims as requested by the attorney
 8. Monitor my personal office email account. I receive a considerable amount of email correspondence from our attorneys, defense attorneys, victims, emails from the State of Kansas, and other misc. communication.

III. VICTIM/WITNESS COORDINATOR – COURT DUTIES

1. If requested I attend court with the victim or victim's family as an advocate at any or all hearings:

- i. Copy and distribute Victim statements to the judge, court clerk, and defense at sentencing
 - ii. Read victim statements into record in court if victim (s) are unable or incapable of speaking on their own behalf
 - iii. Assist victims in or after court in any way as appropriated by the attorney in the case
2. Upon request of the attorney, I coordinate victims and witnesses during jury trials to usher witnesses in and out of court or stay with them in a secure location for their safety
3. If needed, I arrange law enforcement escorts to and from the building on court days and sometimes law enforcement will escort them to the edge of town, etc.
4. After the sentencing of extremely sensitive and high profile cases, I will accompany the attorney in the meeting with the victim and or family explaining the disposition of the case and answering any questions or concerns that they may have.