

Position:	MVI RESOURCE LEAD			
Place of Work:	Off site			
Background:	DOJ – CVSSD Manager who has experience in MVI events and has the ability to access state resources to assist advocates on scene in meeting the needs of victims and the immediate community.			
<i>Goal: Directing and resourcing CVSSD staff members to respond to a mass violence incident.</i>				
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Position:	MVI RESPONSE ADVOCATE	
Focus Area:	On-site; At the scene, hospital, Family Assistance Center, Reunification Center and/or appropriate location of victim/families	
Background:	Professional or volunteer advocates associated with a system based or community-based non-profit that serves victims of crime. Professionals or volunteers are experienced in crisis response.	
<i>GOAL: Working with deceased victims' family members, injured victims, direct/non-injured victims, individuals near the site of the incident or at the hospital.</i>		
Responsibilities to VICTIMS will include providing direct victim services, that may include the following:	Responsibilities to other FIRST RESPONDERS may include:	
<ul style="list-style-type: none"> • Providing death notifications to NOK • Advocacy to hospitalized injured victim and their family members • Staffing the FAC to provide support to incoming victims • Supporting victims during law enforcement interviews • Providing crisis intervention • Gather/coordinate family photos/statements for PIO/family representative for media • Provide case and investigative updates to victims and NOK at family briefings • Coordinate release of victim information to elected officials, while safeguarding their privacy as required by law • Assist victims in applying for CVCP • Assess needs and link to resources • Support around funeral planning • Assist in logistics of transportation, lodging, meals, medicine, family notification, pet needs, replacing essential property (medicines, phones, bank cards, etc.) • Assist with return of personal property • Providing advocacy to hospitalized victims and their families 	<ul style="list-style-type: none"> • Assisting with interviewing victims and witnesses • Providing status updates on victims (who is where, what are their needs, how have these needs been met/going to be met, who the NOK is for deceased victims) • Helping to define victim vs. witness; and primary, secondary & tertiary victim • Help organize and staff a family briefing • Collaborate and/or assist Medical Examiner or Chaplain with death notifications and funeral home selection • Provide status updates on victim assistance response, to identify the needs of the response team and realistic expectations of advocates • Track work (VOCA services, time spent with victims, time on the job, activities performed, positive experiences and lessons learned from the response). Complete daily report; including statistics • Complete Intake Forms according to the MVI Response Forms Process • Complete After-Action Survey • Attend mandatory team de-briefing • Signing in/out with Response Lead • Attend debriefing meetings with Response Lead • Work with hospital staff as it relates to injured victims discharge plans 	

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Position:	MVI NOTIFICATION COORDINATOR
Focus Area:	Off site
Background:	Experienced advocate who is assigned to represent DOJ-CVSSD and has experienced or been trained in mass violence incident responses.
<i>GOAL: Notifying statewide District Attorney's Office – Victim Assistance Program Directors of a MVI; to assess the immediate response availability and to prevent VAP Director self-deployment to the MVI.</i>	
Responsibilities will include:	
<ul style="list-style-type: none"> • Sending a notification via INFORMACAST to all statewide DA-VAP Directors with a message such as “An MVI has occurred in (County). Please respond to this message as to your on-scene immediate availability and possible length of stay, however, do remain on stand-by until further contact. • Collecting responses from INFORMACAST and providing this information to the CVSSD Response Lead and the MVI VAP Director. • If requested by the MVI VAP Director, create an advocate deployment schedule and providing this information to the CVSSD Response Lead. • Contact available VAP Directors as to their deployment status, along with the logistics of where they report, hotel accommodations, shift assignments, etc. • Send out updates to the VAP Directors, as requested/authorized by the MVI DA Director or CVSSD Response Lead. • Attend CVSSD MVI Team daily briefings, live or TEAMS if possible. 	