

Victim Witness Coordinator

1. Responsible for the day-to-day operations of the Victim/Witness Coordinator Program and reports to the State's Attorney regarding the program's progress.
2. With the advice and approval of the State's Attorney, formulates and implements procedures and recommends policies designed to enhance the effectiveness of the program and to further the goals, policies and initiatives of the State's Attorney.
3. Reviews new cases daily to determine victim contact needs. Initiates victim contacts provides victims and witnesses information about the Illinois criminal court system and Illinois court procedures as well individual case status, including follow up services as needed.
4. Provide timely notification to victims and witnesses of hearings at which they will be needed for testimony.
5. Seek the input of victims of violent crimes at sentencing, during plea negotiations and through the preparation of a victim impact statement.
6. Assists victims in applying for crime victim compensation, restitution, automated victim notification and/or property return.
7. Provide appropriate referral(s) to social service agencies and other area resources throughout the criminal justice process.
8. Provide emotional support to victims and witnesses throughout the court proceedings.
9. Maintains victim/witness case file to document case activities and status.
10. Arrange transportation to court for victims and witnesses when needed.
11. Provide safe, comfortable, waiting area for victims and witnesses and court advocates as needed.
12. Arrange for the services of interpreters when needed for victims and/or witnesses.
13. Coordinate interviews, meetings and follow up information with victims and witnesses.
14. Confers with attorneys and law enforcement on the issues affecting a victim's ability and willingness to cooperate with the investigation and prosecution or other pertinent issues.
15. Maintains compliance with the Victim-Witness Bill of Rights under the Illinois Constitution.

16. Serve as an official 911 donate a phone drop off site.
17. Develop and maintain a Victim Impact Panel for DUI cases.
18. Grant Writing to improve victim services. Prepares grant applications and quarterly and annual progress reports.
19. Manages the State's Attorney Bad Check Program.
20. Any other duties assigned by the State's Attorney.

The immediate supervisor of the Victim Witness Coordinator is the Jo Daviess County State's Attorney