

**Advocacy Policy and Procedures**  
**SART Listserv**  
**October 2007**

**Issue:** What kind of advocate policies and procedures are in place at other sexual assault programs?

**Wisconsin**

- We are an independent non profit org and have a free-standing “free clinic” for victims.
- We have Nurse Examiners on staff and utilize volunteers as advocates.
- We call them Client Support Volunteers (CSV).
- Our CSV’s are community members who have the ability to endure seeing physical injuries as well as emotional injuries.
- CSV’s provide emotional support to clients and families, and they also serve as nursing assistants, helping the nurse examiner whenever possible.
- They never touch or collect evidence, but become more involved in the physical care than the typical advocate I have worked with from other agencies.
- We also have auto insurance for our volunteers so they can transport clients when needed.
- A Client Services Coordinator follows-up with clients after the exam; provides options counseling; provides Crime Victim Compensation information; and facilitates community referrals.
- Our volunteers can accompany clients to court if they want, but the Coordinator usually does that.
- The only grants that I am aware of that pay for advocacy are SAVS (sexual assault victim services), VOCA (victims of crime act) and VAWA. I have applied for all three at one time or another, but have been denied. The criteria for these grants are geared toward Advocacy centers rather than SANE programs with advocates
- We do not receive any government funding.
- We also have volunteers who come to our center and do administrative volunteer work (clerical), fill-in for staff who are on maternity leave, participate on the Education Committee develop the education program, provide prevention education workshops for schools or community service groups .
- Volunteers also help with our fundraisers and events.
- Generally, advocate training is provided by WCASA. (WI Coalition Against Sexual Assault) but our program trains volunteers.

***Supplemental Resources***

**[SAFE TA](#)**

There are forms, policies, procedures and job descriptions listed on the safeta web site, for your information.

### **Standards for Victim Assistance Programs and Providers**

The standards offers are a template that SARTs can adapt to their specific jurisdictional needs.

### **Attorney General's Guidelines for Victim and Witness Assistance**

The document provides guidelines for investigative, prosecutorial, and correctional agencies in the treatment of victims of and witnesses to crime.

### **Commander's Checklist for Prevention and Response to Allegations of Sexual Assault**

Commanding officers are responsible for ensuring a command climate that condemns sexual assault; provides victims with sensitive care, resources, and support; reports incidents of sexual assault; and holds offenders accountable for their actions. The following are guidelines for commands with respect to prevention and response to incidents of sexual assault within the command.

### **The Navy Fleet and Family Support Center -- Sexual Assault Victim Intervention (SAVI) Reference Guide**

An overview of the U.S. Navy Sexual Assault Victim Intervention program as well as a source of information on sexual assault advocacy, confidentiality, exams, and other issues.

### **Advocates Checklists**

The Minnesota Coalition Against Sexual Assault created this advocate checklists from the initial contact throughout the criminal justice process and medical forensic exam.

### **Handbook of Justice for Victims**

“The Handbook outlines the basic steps in developing comprehensive assistance services for victims of crime.” Recommended guidelines for medical, legal and advocacy responses are included.

### **Recommended Guidelines for Comprehensive Sexual Assault Response and Prevention on Campus (Oregon Attorney General's Sexual Assault Task Force, January 2006)**

“The Campus Response Committee of the Attorney General's Sexual Assault Task Force developed the following guidelines to provide college and university campuses with an outline of recommendations and strategies for developing a multidisciplinary sexual assault response policy and protocol.”

### **Service Standards**

A guidebook created by the Illinois Coalition Against Sexual Assault provides service standards for those serving sexual assault victims, including code of ethics, confidentiality, mandated reporting, and public education.

**[Sexual Assault Advocate/Counselor Training \(SAACT\) Trainers Manual](#)**

Sexual Assault Advocate/Counselor Training (SAACT) teaches advocates about advocacy/counseling, the realities and impact of sexual assault, procedures to follow in common situations, techniques to support recovery, and compassion fatigue and self-care. A companion participant manual and PowerPoint slides are available at

**[Sexual Assault Advocate Training Manual](#)**

A detailed introduction to sexual assault and advocate responses by the Texas Association Against Sexual Assault

**[Texas Association Against Sexual Assault -- Data Collection Form](#)**

Various data collection forms for sexual assault advocates.