

# Victims Advocate Network Volunteer Candidacy/Training Checklist

Application/Pre-Candidacy



Training/Candidacy



Activation!



Item to Complete	Time Commitment	Steps for Completing Application & Training Process for Activation into VAN
Application/Supervisor Approval Form	<input type="checkbox"/> Email to coordinator	Go to: <a href="https://police.utexas.edu/services/victims-advocate-network-van">https://police.utexas.edu/services/victims-advocate-network-van</a> . Select "Interested in volunteering as an advocate?" Scroll to bottom of page to access application, release of information for background check form, and supervisor approval form, and submit them to victims-network@austin.utexas.edu
Background Check	<input type="checkbox"/> Done by UTPD	Once release for background check has been submitted, UTPD will run background check. Once clear, applicant will be notified.
Interview	<input type="checkbox"/> 1 hour	Program coordinator will schedule interview; applicant will complete and return document of interview questions prior to interview.
UTPD Ride-Out 1	<input type="checkbox"/> 2-3 hours	To schedule ride-outs, please call the main UTPD phone at: 512-471-4441, dial option "9" for dispatch, & explain you are a VAN advocate needing to speak to a CE (Community Engagement) supervisor on duty to schedule a ride-out.
UTPD Ride-Out 2	<input type="checkbox"/> 2-3 hours	UTPD Ride-outs are 2-3 hours each. One should be complete prior to 6pm, the other should begin after 6pm; in any order you choose. Bring ride-out agreement & officer evaluation form to each ride-out. Notify program coordinator when completed.
APD Victim's Services Ride-Out	<input type="checkbox"/> 10 hours straight ( <i>any day of week available</i> )	To schedule your APD ride-out, (must be scheduled after final UTPD ride-out,) please call Stephanie Burgess, Victims Services Supervisor with APD. Her number is 512-974-8523. Let her know you are with UT's Victim Advocate Network. This ride-out is a 10 hour shift. Please bring eval form for this as well.
Psychological First Aid Training	<input type="checkbox"/> 6 hours	Join Coursera for free and access training from Johns Hopkins at: <a href="https://www.coursera.org/learn/psychological-first-aid">https://www.coursera.org/learn/psychological-first-aid</a> Learn to provide psychological first aid to people in an emergency by employing the RAPID model: Reflective listening, Assessment of needs, Prioritization, Intervention, and Disposition. Email Coordinator certificate of completion.
TVAT Self-Paced Training	<input type="checkbox"/> 4-5 hours	Register for free, online, self-paced Texas Victim's Assistance Training at: <a href="https://www.tdcj.texas.gov/divisions/vs/tvat_online.html">https://www.tdcj.texas.gov/divisions/vs/tvat_online.html</a> *Warning* some have reported technology issues because it uses Flash Player, so use Internet Explorer, as other web browsers are not compatible. Some UT departments/computers have Flash Player blocked, so you may need to use a different computer or request a technology ticket to get the program unblocked. Progress can be saved & returned. Email Coordinator certificate of completion.
New Volunteer Orientation	<input type="checkbox"/> 4 hours	4 hour orientation training provided in-person at UTPD. Will provide you with needed materials, policies, & procedures for you to be equipped to activate into the network.
VAN Call Role-Play Practice	<input type="checkbox"/> 1 hour	Hour-long role-play of a VAN call from beginning to end with VAN staff. Can be done one or two times until advocate feels comfortable with the call process.

**Activation into VAN!**



**YAY!**

Receive instructions from Program Coordinator to access VAN Calendar & sign up for shifts.