**Victims Advocate Network Volunteer Candidacy/Training Checklist**

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|  | Application/Pre-Candidacy | Document | Training/Candidacy |  | Customer review Activation! |  | **Receiver** |

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| Item to Complete |  | Time Commitment | Steps for Completing Application & Training Process for Activation into VAN |
| **Application/Supervisor Approval Form** | □ | Email | Go to: <https://police.utexas.edu/services/victims-advocate-network-van>. 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** | □ | Done by UTPD | Once release for background check has been submitted, UTPD will run background check. Once clear, applicant will be notified. |
| **Interview** | □ | 1 hour | Program coordinator will schedule interview; applicant will complete and return document of interview questions prior to interview. |
| **UTPD Ride-Out**  **(UTPD Ride Out Guide)** | □ | 2-3 hours | REFER TO UTPD RIDE-OUT GUIDE! UTPD Ride-outs are 2-3 hours each. Contact Ryann Grindstaff to schedule your ride-out at [Ryann.Grindstaff@austin.utexas.edu](mailto:Ryann.Grindstaff@austin.utexas.edu) Notify Sonja at [Sonja.Simmons@austin.uteas.edu](mailto:Sonja.Simmons@austin.uteas.edu) when completed. Be sure to communicate the Officer’s name you rode with. |
| **APD Victim’s Services Ride-Out**  **(APD Ride Out Guide)** | □ | Pre-determined 10 hours shift *(any day of week available)* | REFER TO RIDE-OUT GUIDE BEFORE CALLING APD!! To schedule your APD ride-out, Please contact: [Krista.Ellison@austintexas.gov](mailto:Krista.Ellison@austintexas.gov) & [Melissa.Nachbaur@autintexas.gov](mailto:Melissa.Nachbaur@autintexas.gov) Victims Services Supervisors with APD. Let them know you are with UT’s Victim Advocate Network. This ride-out is a 10-hour shift. Ride-Outs are with **Victim Services**, not with Police. Please Notify Sonja at ([Sonja.Simmons@austin.uteas.edu](mailto:Sonja.Simmons@austin.uteas.edu)) when completed. Be sure to communicate the Officer’s name you rode with. |
| **Psychological First Aid Training** | □ | 5 hours | Create a new (free) account with the National Child Traumatic Stress Network [New account (nctsn.org)](https://learn.nctsn.org/login/signup.php). Access the Psychological First Aid Training module [Psychological First Aid (PFA) Online (nctsn.org)](https://learn.nctsn.org/enrol/index.php?id=596) (if you can use continuing education credits for your major/job, this course offers 5 - see online Tip Sheet). Submit brief “user survey” as prompted under “Accessing the Curriculum”. Complete the 8 modules at your own pace. (hint: hit “next” to advance the video not “play”). Take the brief quiz at the end (6 attempts possible). Please forward the certificate of completion to [Sonja.Simmons@austin.utexas.edu](mailto:Sonja.Simmons@austin.utexas.edu) |
| **Victim Advocacy Basics** | □ | 1.5 hours | In person or Zoom training with the Program Coordinator Ryann Grindstaff ([Ryann.Grindstaff@austin.utexas.edu](mailto:Ryann.Grindstaff@austin.utexas.edu)). Please contact Ryann to schedule this training at a time that works for you both. |
| **New Volunteer Orientation** | □ | 2 hours | 2-hour orientation training provided in-person. Will provide you with needed materials, policies, & procedures for you to be equipped to activate into the network. Please contact Sonja ([Sonja.Simmons@utexas.edu](mailto:Sonja.Simmons@utexas.edu)) to schedule a time that works for you. |
| **VAN Call Role-Play Practice** | □ | .5 hour | **Included in New Volunteer Orientation**. 30-minute 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 Sonja to access VAN Calendar & sign up for shifts. |

Updated 10/9/2024 SS (post on website)