

Victim Advocate Checklist-SAMPLE

Please remember to document activities in the case file and tracking system

At Time of First Appointment/Forensic Interview	Completed	Date
Victim Advocate is present during the time of the forensic interview to provide support and assistance to the family.		
The non-offending caregiver(s) has signed all necessary forms and releases.		
A parent packet has been provided and contents reviewed.		
A crisis assessment and risk assessment has been completed and a plan has been developed.		
A safety plan has been developed.		
An assessment of individual needs and cultural considerations for the child and family has been completed and a plan developed, as needed.		
If a referral was made for a specialized medical exam an explanation was provided to the non-offending caregiver regarding the purpose and process of the exam.		
Non-offending caregiver has been provided information on the value of trauma-focused, evidence-based therapy and a referral has been made.		
Based on your assessment of needs, assistance in procuring concrete services, such as housing, protective orders, domestic violence intervention, food, transportation to attend therapy, interviews, court and other case-related meetings, etc., has been provided.		
Information on Crimes Victims Compensation has been provided, and if appropriate, assistance with the application has been provided.		
Information on the Rights of Victims of Crime has been provided.		
Follow up contacts (ongoing – add rows as needed)		
Appointment/arrangements for 1 st follow up contact completed.		
Follow up contact completed.		
Appointment/arrangements for 2 nd follow up contact completed.		
Follow up contact completed.		
Participation in Case Review (ongoing)		
Updated team on unique needs of the child and family, plan associated support services, ensure seamless coordination of services, and ensure the child and family's concerns are heard and addressed.		
Post-Appointment Follow-Ups – Client / Family (ongoing)		
Follow up has been done with the family &/or area professionals to see if referrals made to other agencies have been accessed and if there is follow through on referrals.		
An assessment has been completed on the child and family's response to participation in the investigation and/or prosecution.		
The family has been provided with an update on case status, continuances, dispositions, sentencing and inmate status notification (including offender release from custody).		
Court Preparation		
Court education and courthouse/courtroom tours, support, and accompaniment has been provided.		
Coordination		
Ongoing consultation meetings are being held and a plan for coordination with other victim advocate services is in place, as needed.		

Rights of Child Victims & Witnesses in Washington State Statute

In addition to the rights of victims and witnesses provided for in [RCW 7.69.030](#), there shall be every reasonable effort made by law enforcement agencies, prosecutors, and judges to assure that child victims and witnesses are afforded the rights enumerated in this section. Except as provided in [RCW 7.69A.030](#) regarding child victims or child witnesses of violent crimes, sex crimes, or child abuse, the enumeration of rights shall not be construed to create substantive rights and duties, and the application of an enumerated right in an individual case is subject to the discretion of the law enforcement agency, prosecutor, or judge. Child victims and witnesses have the following rights, which apply to any criminal court and/or juvenile court proceeding:

- (1) To have explained in language easily understood by the child, all legal proceedings and/or police investigations in which the child may be involved.
- (2) With respect to child victims of sex or violent crimes or child abuse, to have a crime victim advocate from a crime victim/witness program, or any other support person of the victim's choosing, present at any prosecutorial or defense interviews with the child victim. This subsection applies if practical and if the presence of the crime victim advocate or support person does not cause any unnecessary delay in the investigation or prosecution of the case. The role of the crime victim advocate is to provide emotional support to the child victim and to promote the child's feelings of security and safety.
- (3) To be provided, whenever possible, a secure waiting area during court proceedings and to have an advocate or support person remain with the child prior to and during any court proceedings.
- (4) To not have the names, addresses, nor photographs of the living child victim or witness disclosed by any law enforcement agency, prosecutor's office, or state agency without the permission of the child victim, child witness, parents, or legal guardians to anyone except another law enforcement agency, prosecutor, defense counsel, or private or governmental agency that provides services to the child victim or witness.
- (5) To allow an advocate to make recommendations to the prosecuting attorney about the ability of the child to cooperate with prosecution and the potential effect of the proceedings on the child.
- (6) To allow an advocate to provide information to the court concerning the child's ability to understand the nature of the proceedings.
- (7) To be provided information or appropriate referrals to social service agencies to assist the child and/or the child's family with the emotional impact of the crime, the subsequent investigation, and judicial proceedings in which the child is involved.
- (8) To allow an advocate to be present in court while the child testifies in order to provide emotional support to the child.
- (9) To provide information to the court as to the need for the presence of other supportive persons at the court proceedings while the child testifies in order to promote the child's feelings of security and safety.
- (10) To allow law enforcement agencies the opportunity to enlist the assistance of other professional personnel such as child protection services, victim advocates or prosecutorial staff trained in the interviewing of the child victim.
- (11) With respect to child victims of violent or sex crimes or child abuse, to receive either directly or through the child's parent or guardian if appropriate, at the time of reporting the crime to law enforcement officials, a written statement of the rights of child victims as provided in this chapter. The written statement

shall include the name, address, and telephone number of a county or local crime victim/witness program, if such a crime victim/witness program exists in the county.

SAMPLE