

# OFFICE OF THE ESSEX COUNTY PROSECUTOR

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Dear Prospective Volunteer,

Thank you for your interest in the Essex County Prosecutor's Office's Sanctuary Program. Enclosed/attached you will find general information about the program and an application packet.

The next volunteer training will be presented in two formats: **BASIC** and **ADVANCED**. The basic course (**80 hours**) will begin on **May 14, 2019** and will meet weekly at the Essex County Prosecutor's Office located at 50 West Market Street, 3<sup>rd</sup> Floor at the **Essex County Prosecutor's Office located at 50 West Market Street, 3<sup>rd</sup> Floor, in Newark**. The advanced course (**40 hours**) will begin in the fall, 2019 on a date and time yet to be determined. **Please note that you must complete the basic course or have completed no less than 40 hours of intimate partner violence training to attend the advanced course.** The **BASIC COURSE** will include presentations and interactive exercises on such topics as the nature of catastrophe, assisting underserved victim populations (part I), crisis intervention and crisis counseling, the spiritual dimension of trauma, diversity and cultural aspects of criminal victimization, crime victim/legal advocacy, effective communication skills, ethics and professionalism, the effects of trauma on an individual's developmental stages, local area resources and networks, and the criminal and family court processes. The **ADVANCED COURSE** will include current responses and trends in crime victim advocacy including trauma informed care, trauma bonding, captivity theory, and the science of attraction, the politics of power in intimate relationships, ritualistic abuse, primary aggressor, the topology of battering behavior, social aggression and the bystander effect, the use of technology as a means to stalk and terrorize, intimate partner violence-related workplace violence, working with the media, human trafficking, the use of technology, assisting underserved victim populations (part II), and spirituality and self-care.

The training is a time-intensive but rewarding experience that will prepare you to effectively assist and advocate for victim/survivors of intimate partner assault, sexual assault, child abuse, as well as survivors of homicide victims who are members of local area churches, mosques, synagogues, and temples in Essex County or are receiving services through other allied partners. The training will also prepare those who have applied for membership on their municipal police department's domestic violence response teams, are involved in other community activities, or work for local area social service agencies.

Successfully completing of the training program is not only a way to help those in crisis, but is also an opportunity to join a helping community of dynamic people. Volunteers are invited to participate in subsequent training sessions to further develop their advocacy skills. The work is challenging at times, but the rewards are many, including the opportunity to make wonderful friends.

To begin the application process, please complete the enclosed/attached forms by **May 10, 2019**. I can be reached at 973-621-4689 during normal business hours if you have questions or require additional information. You can also reach me via email at [EssexVW@njecpo.org](mailto:EssexVW@njecpo.org).

AN EQUAL OPPORTUNITY EMPLOYER  
[www.njecpo.org](http://www.njecpo.org)

**Letter to Perspective Sanctuary Program Volunteers**  
**Page 2 of 2**  
**Spring, 2019**

Thank you again for your interest in becoming a Sanctuary Program volunteer. I look forward to meeting you and welcoming you into our helping space.

Sincerely,

Pamela M. McCauley, Coordinator  
Essex County Prosecutor's Office  
Victim-Witness Advocacy Unit



## “Sanctuary”

A Domestic Violence Response Initiative  
An Outreach Program of the Essex County Prosecutor’s Office of  
Victim-Witness Advocacy

### What is “Sanctuary”?

Sanctuary is an intensive, interactive **100-hour training program** designed to equip community residents to provide crisis intervention and outreach services to domestic violence related assault, sexual assault, child abuse, stalking, property crime victims, as well as survivors of domestic violence-related homicide victims. The course is presented in two formats: basic and advanced. Upon completion of the basic course (70 hours) and the advanced course (30-33 hours) volunteers who are members of local churches, mosques, synagogues, municipal police departments and their response teams, social service and emergency agencies, fraternal organizations, and other allied organizations located in greater Essex County will be able to provide immediate, culturally sensitive outreach to domestic violence victims-survivors and their families within a 24-72 hour period.

### Course Topics Include:

**BASIC COURSE:** the nature of catastrophe, assisting underserved victim populations (part I), crisis intervention and crisis counseling, the spiritual dimension of trauma, cultural aspects of criminal victimization, crime victim/legal advocacy, effective communication skills and supportive services, safety planning and threat assessment (part I), ethics and professionalism, value clarification, the effects of trauma on an individual’s developmental stages, the intersection of substance abuse, mental health, and victimization, trauma assessment, local area resources and networks, and the criminal and family court processes. **ADVANCED COURSE:** emerging trends in crime victim advocacy, trauma informed care, trauma bonding, captivity theory, and the science of attraction, the politics of power in intimate relationships, ritualistic abuse, primary aggressor, the topology of battering behavior, social aggression and the bystander effect, the use of technology as a means to stalk and terrorize, intimate partner violence-related workplace violence, working with the media, assisting underserved victim populations (part II), safety planning and threat assessment (part II) and vicarious trauma, spirituality and self-care.

### For More Information:

The basic course (70 hours) will begin on Tuesday, May 14, 2019. Each session will meet for three hours (3) hours, from 6:00pm-9:00pm. The advanced course (30 hours) will begin in Autumn, 2019 on a date yet to be determined. You must complete the basic course or have completed no less than 40 hours of domestic violence training to attend the advanced course.

### Both Courses Are Offered Free of Charge

Application packets are available online at [www.njecpo.org](http://www.njecpo.org) (click on the “What’s New” tab). Please return the application packet with all necessary signatures and notarized to [EssexVW@njecpo.org](mailto:EssexVW@njecpo.org) by May 10, 2019. For more information, please call 973.621.4689 during normal business hours.

## **SANCTUARY – AN INTIMATE PARTNER VIOLENCE RESPONSE INITIATIVE**

### **LEARNING GOALS:**

#### **VOLUNTEERS WHO COMPLETE THE 70-HOUR PROGRAM SHOULD BE ABLE TO PERFORM THE FOLLOWING FUNCTIONS:**

- PROVIDE EMERGENCY AND SOCIAL SERVICE ASSISTANCE TO DOMESTIC VIOLENCE VICTIMS AND THEIR CHILDREN BY EMPLOYING THE PRINCIPLES, TECHNIQUES, AND APPLICATIONS OF CRISIS INTERVENTION;
- HELP VICTIMS TO IDENTIFY THE CHARACTERISTICS OF DOMESTIC VIOLENCE, DISCUSS ITS IMPACT, AND DEVISE APPROPRIATE PLANS OF SAFETY, INTERVENTION, AND ACTION;
- ANALYZE AND CAREFULLY EXPLORE THEIR PERSONAL BELIEFS, BIASES, AND PREJUDICES AND CONTINUALLY CHALLENGE THESE ASSUMPTIONS AS TO PROVIDE EMPATHETIC AND CULTURALLY SENSITIVE CRISIS INTERVENTION AND SHORT-TERM SOCIAL SERVICE AND MENTAL HEALTH ASSISTANCE TO DOMESTIC VIOLENCE VICTIMS AND THEIR CHILDREN;
- INVESTIGATE AND CRITIQUE HOW DOMESTIC VIOLENCE IMPACTS THE IMAGE AND EXPECTATIONS OF COMMUNITIES OF COLOR, RELIGION, AGE, PHYSICAL AND COGNITIVE ABILITY, GENDER, SEXUAL ORIENTATION AND IDENTITY, CLASS AND BODY PERCEPTION;
- SUMMARIZE THE CORRELATION BETWEEN VICTIMIZATION, SUBSTANCE ABUSE AND MENTAL ILLNESS AND IDENTIFY APPROPRIATE RESPONSES AND PROMISING PRACTICES FOR INTERVENTION AND ASSISTANCE;
- DIRECT DOMESTIC VIOLENCE VICTIMS AND THEIR CHILDREN TO APPROPRIATE LOCAL AREA RESOURCES FOR EMERGENCY, SOCIAL, AND MENTAL HEALTH SERVICES;
- COMPETENTLY DISCUSS THE DYNAMICS OF LOCAL LEVEL CRIMINAL AND CIVIL JUSTICE SYSTEM RESPONSES WITH INTIMATE PARTNER VIOLENCE VICTIMS AND REFER THEM TO APPROPRIATE CRIMINAL AND CIVIL JUSTICE ENTITIES FOR FURTHER ASSISTANCE;
- PROVIDE DOMESTIC VIOLENCE VICTIMS WITH INFORMATION ON HOW TO PROCURE A TEMPORARY OR FINAL RESTRAINING ORDER OR OTHER CIVIL REMEDIES SUCH AS CHILD CUSTODY AND SUPPORT, VISITATION, AND DIVORCE;
- IDENTIFY THE PERSONAL CHALLENGES AND PITFALLS OF WORKING WITH TRAUMA VICTIMS AND CREATE APPROPRIATE AND SELF-DETERMINED STRATEGIES FOR PERSONAL CARE AND RESILIENCE

**ESSEX COUNTY PROSECUTOR'S OFFICE OF VICTIM-WITNESS ADVOCACY**  
**SANCTUARY PROGRAM**  
**JOB DESCRIPTION**

**THE ROLE OF THE PROGRAM VOLUNTEER**

The role of the volunteer is to provide information and resources, normalize those in crisis, and give unbiased emotional support to victim/survivors of intimate partner violence (domestic violence, sexual assault, child abuse, stalking, and homicide) and their families. Through training and on-going education, volunteers will enhance existing skills and learn new ones to offer professional and compassionate crisis intervention services to the Essex County community.

**QUALIFICATIONS FOR WOMEN AND MEN**

1. 21 years of age or older
2. Settled in a job / Educational program / Home situation
3. Has a car in good working condition or other reliable means of transportation
4. Has a working landline phone or cell phone
5. Has no current personal upheavals that might obstruct work with victims

**TRAINING**

Volunteers for the Sanctuary Program are required to attend a 70-hour comprehensive **BASIC** training program, scheduled on weeknight evenings to accommodate most work schedules. The training thoroughly prepares volunteers to handle crisis referrals and assist victim/survivors of recent intimate partner violence. Moreover, it provides information specific to the diverse and unique population of Essex County and its surrounding areas. Periodic educational in-service meetings keep volunteers up-to-date on new developments and provide ongoing support for this challenging role.

**REFERENCES**

Prospective volunteers will be required to submit three (3) references before their acceptance in the training program is granted. If the volunteer will be providing crisis intervention services through his/her church, mosque, or synagogue, then one of these references must be from a member of his/her home presbytery. References will be asked to complete and submit a brief questionnaire about the volunteer and provide insight as to the volunteer's suitability for the program.