



April 21, 2025

MEMORANDUM

To: Shane Crawford
APEA/AFT, Chief Spokesperson

FR: Cynthia Gray
Human Resources Manager

RE: Letter of agreement-Range change request-City of Nome Salary schedule

Please consider this memo a request for range classification change for position of Domestic Violence Sexual Assault Advocate.

Currently this position is a range 12. The request is to change to a Range 14.

The main reason is that the job description for the DV/SA Advocate position is completely different now than it was originally approved for at the Nome Police Department. Prior, the victim advocate merely provided resources to domestic violence victims and occasionally to a sex assault victim. When the current chief arrived here, he changed the position to mirror the model used by The Portland Police Bureau. This model is a new and novel approach to advocates working with victims. It is much more intensive and requires close work with the detective. In essence, the advocate becomes a coinvestigator with the detective. This requires more skill, training, and work load.

It was recognized that requirements and job duties for the advocate far exceeded that of the department's job description a few months after the new chief of police arrival, and Sharon Sparks received a pay increase to more commensurately compensate for the work being done. The department job description has been updated to reflect these changes.

The DV/SA Advocate position at the Nome Police Department is being used like no other department. It is the primary focus of this agency and its impact on this community cannot be overstated. Since adopting this new model, our sex assaults and domestic violence cases have plummeted. The department's reputation has improved and we have become a model on how to address the inordinately high number of crimes committed against women in this region.

The effective date for this will be April 22, 2025.



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FOR THE CITY OF NOME:

BY: Lee Smith

Lee Smith, City Manager

FOR THE CITY OF NOME EMPLOYEE ASSN:

BY: Shane Crawford

Shane Crawford, APEA/AFT Chief Spokesperson

BY: Peter Le

Peter Le, CNEA, Local President

RATIFIED BY THE CITY OF NOME COMMON COUNCIL THIS _____ DAY

OF _____, 2025

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City of Nome – Nome Police Department Job Description

| | | | |
|-------------|--|------------------|------------------|
| Title: | Domestic Violence & Sexual Assault Advocate | Range/Salary: | 14 |
| Department: | Nome Police Department | Status: | NonExempt |
| Reports to: | Chief of Police | Original Date: | 4-25-22 |
| Supervises: | None | Revised Date(s): | 04/21/25 |

SUMMARY:

Under the supervision and guidance of the Chief of Police or his/her designee, perform complex domestic violence and sexual assault services to victims of crime. Knowledgeable about criminal, court, prosecutor processes. Review to understand and apply applicable laws, statutes, ordinances, regulations and policies. Ability to advocate for and manage sexual assault and domestic violence services program and evaluating and adapting programs to community needs. Excellent communication skills needed in working with victims, department personnel and community members. Provide support to Chief of Police and Investigating Officers.

ESSENTIAL DUTIES & RESPONSIBILITIES:

To be the primary contact between the Nome Police Department and all victims of Sexual Assault, Child Abuse, and Domestic Violence. Will assist the investigator in victim interviews and pretext calls as well as all scheduling. Must become familiar with law enforcement databases to assist the investigator in historical research of any witness/victim/suspect. May have to collect evidence to include: photos, medical records, SART kits, and any items of evidentiary value turned over by a witness/victim. Must be able to write reports articulating work efforts on cases. Become familiar with the legal process and be prepared for courtroom testimony.

Thoroughly review, Calls for Service CFS reports on Domestic Violence DV (all degrees), Sexual Assaults SA (all degrees) to familiarize themselves with pertinent facts of each case and to be able to provide the appropriate victim assistance. Generate and maintain data log of activities and contacts; updating information in Records Management System RMS. Accurately and chronologically document all activities and relevant information in victim files. Drive City of Nome vehicle to victims of crime to make contact and maintain trust, and support.

Conduct research through internal drives/apps for court documents such as release conditions, court hearing dates, Alaska Court view for additional information on victim/suspect as well as court calendar for hearings, Vine link to determine custody status of suspect.

Become familiar with referral resources (DV/SA protective orders, Victims Crime Compensation Board VCCB, Office of Victim's Rights OVR, Bering Sea Women's Shelter BSWS, Behavioral Health Services BHS, Alaska Legal Services ALS, etc.) Assist with completing forms, applications if requested. Maintain and update resource contact information.

Conduct effective and thorough follow up contact with victims of crime to determine needs as well as their rights, status of their case, court dates, arrest and release dates; provide prosecutor's contact information to help find out additional resource in reference to case status; provide overview of how typical criminal case is handled (court terms as used in judicial system). Periodically contact victims to ensure they have received appropriate assistance. Conduct safety planning as needed.

Coordinate services with other agencies dealing with DV and SA, crisis intervention, prevention and provide technical assistance when needed. Help disseminate/coordinate training opportunities for personnel, officers, corrections, probation and parole.

Develop effective feedback mechanism with investigating officers to keep updated on case status

Departmental DV/SA booklets are provided to victims with information and resources. Order supplies when needed.

On regular and consistent basis, evaluate effectiveness of operations and facilitate any necessary changes

Seek out relevant training opportunities such as Crisis intervention, counseling and advocacy skills, and trauma-informed services, SART, Child and Family Maltreatment, Domestic Violence, Safety Planning.

| | | | |
|------------------|--|------|--|
| APPROVALS | | | |
| Employee | | Date | |
| Department Head | | Date | |

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

