

STOP Annual Progress Report: Guide to Staff Categories (Question #9)

General Hints

- Report staff by **job function**, not job **title or location**.
- Do not report “consultant,” “contractor,” “student intern,” or “volunteer match” in the “other” category. Instead, consider what functions that person performed. If you cannot assign the person to an existing category based on that function and using the information below, provide a description of what the person did in “other.”
- **The fit does not have to be perfect**—if the functions are similar to the functions of the existing category, use that category.
- Do not report “Overtime for law enforcement officers.” Translate the time they worked into FTEs and report under law enforcement officer.
- If you do report more than one type of staff in “other,” include the FTEs for each of the staff you are reporting by placing the FTE beside the appropriate staff in the text box description.

NOTE: The lists below are not intended to be exhaustive, but rather to serve as examples of types of staff and staff functions and where and how you should report them. Examples are organized into four groupings in this document:

- I. Reassignable to existing categories
- II. Appropriate “other”
- III. Inappropriate “other”
- IV. More information needed

I. Responses that can be reassigned to existing categories - please report under suggested category

Administrator

Assistant or associate director
Director
Executive director
Fiscal manager

Attorney

Contract attorney
Immigration attorney
Law student/legal intern

Managing attorney
Program attorney
Supervising attorney

Counselor: *Professionals who provide emotional support, guidance, problem solving, etc. to victims/survivors*

Case manager
Case supervisor
Group facilitators
Licensed psychologist
Mother/child specialist
MSW
Psychiatrist
Sexual assault case manager
Social worker
Therapist

Court personnel

Bailiff
Court clerk
Court liaisons
Court runner
Court services officers
Judge

Information technology staff

Database manager
Database specialist
Programmer

Law enforcement officer

Canine officer
Domestic services officer
Game warden
Investigator in law enforcement agency
Police chief
Police dispatcher/911 dispatcher
Process server
Security guard/officer
Sheriff/deputy sheriff
Supervising officer/supervising sergeant

Legal advocate: *A staff person who assists a victim/survivor with civil or criminal legal issues including preparing paperwork for protection orders; accompanying a*

victim/survivor to a protection order hearing, administrative hearing, or other civil proceeding; and all other advocacy within the civil justice system. Does not include attorneys, paralegals, or governmental victim advocates (i.e., victim assistants or victim-witness coordinators).

Court/court-based advocate (non-governmental—report governmental court advocate under “Victim assistant”)

Program coordinator: *Staff who coordinate specific aspects of a program.*

Assistant coordinators
Client services manager
Crisis line director/coordinator
Diversity coordinator
Hotline coordinator
SANE/SAFE coordinator
Shelter manager
Training coordinator
Victim services coordinator

Prosecutor

ADA/assistant district attorney
Assistant state’s attorney/attorney general
City attorney
County attorney
DA/district attorney
Legal intern in prosecutor’s office

Support staff

Administrative assistant
Assistants (e.g., probation, investigative, advocacy)
Bookkeeper
Clerical position
Clerk, clerical assistant
Committee staff person
Data entry
Filers
Office manager
Receptionist
Secretary

Trainer: *This could be anyone who conducts training and/or develops training materials or curriculum, regardless of the person’s title or location. It could be a law enforcement officer, attorney, advocate, etc. Training coordinators should be reported under “Program coordinator.”*

Curriculum developer
Curriculum specialist

Victim advocate (non-governmental): *A person who facilitates a victim/survivor in accessing needed resources or services. An advocate may also provide crisis intervention, safety planning, and support. Does not include victim assistant or victim witness specialist/coordinator.*

Bi-lingual advocate
Client services advocate
Crisis line personnel
DV advocate
Hotline personnel
Outreach personnel, specialist
Refugee advocate
Residential staff
SA advocate
Shelter personnel
Transitional services specialist
Volunteer advocates (only if required match)

Victim assistant (governmental): *A staff person employed by a criminal justice agency (e.g., law enforcement, prosecutor's office, court, probation, corrections) who works on behalf of that agency but who also advocates on behalf of victims. Victims' communications with these individuals are not protected.*

Victim witness advocate
Victim witness specialist/coordinator

II. Appropriate "others"--do not fit into existing categories, report in "other"

Auditor/audit coordinator
Childcare specialist/provider/coordinator
Children's advocate
Doctor
Educator
Epidemiologist
Evaluator
Forensic examiner
Occupational therapist
Offender treatment or BIP facilitator
Ombudsman
Public education staff
Research personnel (principal investigator, analyst, associate)
Systems liaison personnel
Video specialist

Visitation specialist/visitation monitor/visitation director

III. Inappropriate “others”--these are not staff and should not be reported in answer to this question

Equipment
Operating expenses
Shelter
Transportation
Travel

IV. More information needed—should either be reported in an existing category based on function or further described by specific function in “other”

Consultant
Contractor
Graduate assistant
Liaison
Match
Overtime
Volunteer (reported only if match)