



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
CRIMINAL JUSTICE COUNCIL

STATE OFFICE BUILDING – 10th FLOOR
820 FRENCH STREET
WILMINGTON, DELAWARE 19801

Telephone: (302) 577-5030
Fax: (302) 577-3440

EMPLOYMENT OPPORTUNITY

**Employment Opportunity for Contractual Criminal
Justice Sexual Assault Kit Initiative Coordinator**

GENERAL DESCRIPTION

The Criminal Justice Council has been awarded a discretionary grant project under the “National Sexual Assault Kit Initiative.” These are federal funds the CJC receives through the US Department of Justice, Bureau of Justice Assistance.

This special project is to address the number of unsubmitted sexual assault kits are in the custody of police and medical facilities in the State of Delaware. This project will hire a Site Coordinator to serve as the central point of contact between the various agencies that have agreed to be a part of the Multidisciplinary Group (MDG) of agencies vested in eliminating the unsubmitted Sexual Assault Kits (SAKs) in Delaware. This is a contractual position with the Delaware Criminal Justice Council and not a Law Enforcement sworn position.

EXAMPLES OF DUTIES

- Performing an inventory of the SAKs in police custody
- Attendance and/or participation at mandatory conferences, trainings or webinars organized by our federal funders and national TA Provider.
- Reviewing policies, protocols or procedures related to the response, investigation, and prosecution of sexual assault.
- Reviewing policies, protocols, or procedures related to the evidence collection of SANEs/FNEs.
- Reviewing policies, protocols or procedures of forensic DNA testing used for crimes of sexual assault.
- Other duties outlined by the Executive Director, associated and deemed necessary for the performance of this federal project.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

- A minimum of a Bachelor of Science in criminal justice or related field
- Preferred – Minimum of 15 years police experience with prior investigative knowledge and ability at the local, state or federal level.
- Minimum of 5 to 7 years police investigative experience handling sexual assaults
- Separated from Law Enforcement in Good Standing according to COPT standards, with the ability to access DELJIS, LEISS, and NCIC
- Full knowledge of the Victims Bill of Rights
- Respect for confidentiality of program and sensitive information
- Report writing skills
- Knowledge of Victims-Centered approach and notification practices.
- Experience with Microsoft Word , Excel and PowerPoint
- Strong organizational skills
- Ability to work independently
- Ability to work with large or small groups
- Ability to communicate effectively in writing and verbally
- Problem-solving skills
- Familiarity with law enforcement protocols, regarding the collection and packaging of evidence from SA kits
- Familiarity with State of Delaware laws related to sexual assaults
- Working knowledge of current scientific technology associated with DNA and CODIS
- Ability to formulate and carry out a plan of execution under the direction of the Criminal Justice Council.

Only proposals from individual Law Enforcement professionals with experience in investigating and reporting on cases of sexual Assault will be reviewed. Individual bidders who are successful in obtaining a contract award under this RFP must be licensed in the state of Delaware at the time of the contract start date. The CJC is not accepting proposals from agencies.

Compensation is competitive and to be negotiated based on qualifications, experience and expertise, however it is anticipated that total compensation for the contracted Sexual Assault Kit Initiative Coordinator will be approximately \$70,000 and 78,000 annually. Independent contractors are responsible for payment of any and all federal, state or local taxes that may apply. The successful bidders must accept full payment by conventional check and/or other electronic means and/or procurement (credit) card at the State's option, without imposing any additional fees, costs or conditions.

It is estimated that the contracted Sexual Assault Kit Initiative Coordinator will likely require approximately 35- 40 hours per week to complete the expected tasks of the position. The contractor will be compensated for service hours based on a per diem or hourly rate for partial days.

Criminal Background Check:

Pursuant to 31 Del.C. Section 309, Applicants **awarded** a contract resulting from this RFP are required to pass a criminal background check (state and federal). All information required by Delaware Code shall be forwarded to the CJC which will assess the information and make a determination of suitability based on the type of offenses, recency, record since the offenses, and responsibilities of the applicant.

To Respond to this Employment Opportunity

Letter of interest and Resume responding to this request should be directed to Deputy Director, W. Scott McLaren at Scott.McLaren@state.de.us or

**W. Scott McLaren
Deputy Director
Criminal Justice Council
Carvel State Building, 10th floor
810 North French Street
Wilmington, DE 19801**

Letters of Interest and Resumes

Due: Friday, May 20, 2016 @ 1:00 PM

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Sexual assault Kit

Project Abstract

Approximately 1000 unsubmitted sexual assault kits are in the custody of police and medical facilities in the State of Delaware. This project seeks to tap into the potential value of evidence that these unsubmitted kits may contain. The lack of funding and resources for law enforcement to inventory, test, and track unsubmitted sexual assault kits are the current limitation and explanation for why this number of cases exists. The number of unsubmitted sexual assault kits will continue to increase if changes are not made to the current practices. Therefore, this project will hire a Site Coordinator to serve as the central point of contact between the various agencies that have agreed to be a part of the Multidisciplinary Group (MDG) of agencies vested in eliminating the unsubmitted Sexual Assault Kits (SAKs) in Delaware.

An inventory of all unsubmitted SAKs will be performed before viable samples are submitted to a private lab for testing, and to the Delaware Department of Forensic Services for analysis. Post-analysis, law enforcement and prosecution will work together with victims to process cases in a timely manner. The MDG will collaborate to create recommendations on best practices for handling SAKs in Delaware to identify what contributed to the volume of unsubmitted sexual assault kits and prevent a backlog in the future. The MDG will also develop and implement new policies and procedures to improve the issues and challenges related to the volume of unsubmitted sexual assault kits.