

# Application: 2024-1697387117

Lizet Soltero - cjdjudge@epcounty.com  
Victim Coordinator and Liaison Grants

## Summary

ID: 2024-1697387117

## General Information

Completed - Apr 3 2023

## General Information

Which type of organization are you?

Local Unit of Government

What Type of Local Unit of Government Are You?

Sheriff's Office

## Audit Requirements

Is the Organization required to conduct a Single Audit (expends \$750,000 or more in State or Federal awards during the organization's fiscal year)?

Yes

## Organization Information

Applicant Doing Business as (dba):	County of El Paso, TX
Program/Division/Unit Who Would Be Administering Grant:	El Paso County Sheriff's Office
Federal Employer (Tax) ID Number (EIN):	746000762
Texas Vendor ID Number (VIN):	1-746000762-2

## Organization Mailing Address

Address 1:	500 E. San Antonio St.
Address 2:	Room 301
City:	El Paso
State:	Texas
Zip:	79901
County:	El Paso

## Grant Contact

(The person the OAG contacts directly for an immediate response and/or changes regarding the grant contract.)

Name:	Gladys Carmona
Title:	Crime Victims Liaison
Address 1:	3850 Justice Drive
Address 2:	(No response)
City:	El Paso
State:	Texas
Zip:	79938
Phone:	915-538-2237
Fax:	915-538-2129
Email:	<a href="mailto:gcarmona@epcounty.com">gcarmona@epcounty.com</a>

## Authorized Official

(The person authorized to apply for, accept, decline, or cancel the grant. This person signs all grant adjustment requests, inventory reports, progress reports and financial reports as well as any other official documents related to the grant. Only the Authorized Official and Alternate Designee can submit invoices and budget adjustment requests.

Note: Nicknames in between the first and last name of the Authorized Official (either in quotations or parenthesis) will not be accepted.)

Name:	Ricardo A. Samaniego
Title:	County Judge
Address 1:	500 E. San Antonio Street
Address 2:	Room 301
City:	El Paso
State:	Texas
Zip:	79901
Phone:	915-546-2098
Fax:	915-543-3888
Email:	<a href="mailto:cjdjudge@epcounty.com">cjdjudge@epcounty.com</a>

## Alternate Designee

(The person designated by the Authorized Official to sign invoices for the agency (i.e., Executive Director, Financial Director, Auditor, Treasurer, etc.). Only the Authorized Official and Alternate Designee can submit invoices and budget adjustment requests.

Name:	Barbara Franco
Title:	First Assistant
Address 1:	800 E. Overland St.
Address 2:	Room 406
City:	El Paso
State:	Texas
Zip:	79901
Phone:	915-546-2040
Fax:	915-546-8172
Email:	<a href="mailto:bfranco@epcounty.com">bfranco@epcounty.com</a>

## Project Financial Officer

(The person the OAG contacts with inquiries regarding budget and/or invoice expenditure reimbursements. While this individual may inquire about invoices and be included in emails, they are not permitted to sign or submit invoices or budget adjustment requests for the grantee.)

Name:	Edward Dion
Title:	County Auditor
Address 1:	800 E. Overland Street
Address 2:	Room 406
City:	El Paso
State:	Texas
Zip:	79901
Phone:	915-546-2040
Fax:	915-546-8172
Email:	<a href="mailto:edion@epcounty.com">edion@epcounty.com</a>

## Organization Information

Completed - Apr 3 2023

## Organization Information

### Organization

Reference ID Number	2024-1697387117
Legal Name of Applicant	County of El Paso, Texas
Name of Agency Contact	Lizet Soltero
Agency Contact's Telephone Number	915-546-2262 x2671

**Purpose Areas (Check all that Apply)**

**Responses Selected:**

Direct Victim Services

Outreach

Training

**Mission Statement**

Provide the mission statement of your organization.

The mission of the El Paso County sheriff's Office (EPCSO) is committed to serve with pride to protect the lives, property and the rights of the citizens of the County of El Paso to maintain order impartially and to provide quality police services in partnership with other members of the community. To fulfill our mission of providing law enforcement and detention services for the County of El Paso, the EPCSO strives to attain the highest degree of ethical behavior and professional conduct at all times. The mission of the El Paso County sheriff's Office – Crime Victim's Unit is to assist victims of crime to overcome the trauma of their victimization by assisting and advocating for their safety.

**Description of the Organization**

**Provide a detailed description of the history of your organization including the purpose for which it was created.**

The County of El Paso, Texas was created in 1850 by the Treaty of Guadalupe Hidalgo. The first Sheriff was appointed when each county was required to have a Sheriff. The EPCSO was formed to provide law enforcement to the citizens of El Paso and to provide detention services to those committing criminal acts. In order to accomplish its' mission today, the EPCSO has a Detention Bureau, Law Enforcement Bureau and Executive Administrative Services. The Detention Bureau has two facilities which detain approximately 46,000 inmates per year. Under the Law Enforcement Bureau there is the Criminal Investigation, patrol and planning, Accreditation and Inspections. The Criminal Investigations consists of Major Crimes, Special Victims Unit, Crime Scene/Forensics, Records, Property, Evidence, AMV (Abandoned Motor Vehicles) and Crime Victim Services Unit. In the Crime Victim Services Unit there is one Lieutenant, three victim advocates, one crisis counselor, and one intern. Under Directed Investigation Division it includes Civil Process and Executions, Warrants, Fugitive Apprehension, backgrounds & Polygraphists, Sex offender Registration and CREFS (Crime Records). In addition, EPCSO also has a Special Investigations Unit consisting of Narcotics, intelligence Analyst, Fusion Center, and HIDTA (High Intensity Drug Trafficking Area). The Executive Administrative Section is responsible for our Training Academy, Court House, fleet Services, and Budget. In 2001, the EPCSO became the first Sheriff's Office in the State of Texas to be awarded accreditation from the Commissions on Accreditation for Law Enforcement Agencies. (CALEA). In 2008, the EPCSO became the fourth recipient to the CALEA Tri-Arc Excellence Award (1st in Texas). The CALEA Tri-Arc Excellence Award consists of three Accreditation's: Law Enforcement, Public Safety Communications, and Public Safety Training Academy. In March of 2020, El Paso County Sheriff's Office received its seventh consecutive re-accreditation by CALEA and will soon be receiving their eighth accreditation within a few months.



**Provide a detailed description of how the organization has evolved to its current structure, this may include the scope of service, geographic areas covered, staff hierarchy, legal organization, etc.**

The El Paso County Sheriff's Office (EPCSO) values the public trust and will honestly and ethically carry out our responsibilities. We adhere to the Constitution of the United States and the State of Texas in pursuit of community service. We investigate and respond appropriately to all allegations of impropriety. Within the rural area of El Paso County, there are numerous incorporated and unincorporated townships and communities. The incorporated communities are the City of El Paso, Anthony, City of Socorro, the Town of Clint, the City of Horizon, the Village of Vinton and the El Paso County. The County's population as of 07/01/2021 is estimated at 867,947. The unincorporated communities are Canutillo, Fabens, San Elizario and Tornillo. Roughly 76% of the region's residents live in the City of El Paso and the remainder of the resident's lives in the rural areas along the 47mile US – Mexico Border. Our Sheriff has been elected to four – four-year terms. He is the highest elected law enforcement official in our County. In the event, there is a mass incident, our Sheriff has the authority over the FBI, US Marshall's, ICE, Homeland Security, among other law enforcement agencies since he is the highest elected law enforcement official. His Command staff consists of two Chiefs, two Assistant Chiefs and three Commanders. One Chief is responsible for our two Detention Facilities and the other is responsible for the Law Enforcement Bureau. The three Commanders are assigned to manage Criminal Investigations, Patrol and Planning Accreditation & Inspections.

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### **Victim Services**

How many years has the organization been providing victim-related services or assistance?

35

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### **Victim Services Work**

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**Provide a description of the work the organization is doing on behalf of victims of crime.**

The El Paso County Sheriff's Office (EPCSO) – Crime Victim's Unit provides victims of crime with immediate crisis intervention services, counseling by our crisis counselor, social service referrals, financial assistance via the Crime Victims' Compensation (CVC) program for loss of wages/loss of support, assistance with funeral expenses, medical expenses and other expenses related as a result of the crime. Our victim advocates provide follow-up contact, justice support, personal advocacy, accompaniment (to court, medical appointments, and shelter etc.) transportation as needed, and provides other necessary information and referrals. Our Crime Victim's Unit has a unique advantage by addressing the needs of victims which may never be served by another agency. Our victim advocates contact the survivors within 72 hours of the crime and provide information on crime victim's rights.

**How does this work fit into the organization's overall goals and objectives?**

The El Paso County Sheriff's Office (EPCSO) desires to maintain positive relations with the community and to never allow any disconnect between law enforcement and survivors of crime from seeking help. The EPCSO continually strives to maintain a philosophy of creating a culture of integrity. Our overall goal is to increase the victim's knowledge and understanding of crime victim's needs as sensitively as possible. Victims who receive coordinated guidance and support while being treated with dignity, compassion and respect will cope more effectively, experience a greater capacity for healing, and thereby be more willing to report future crimes regardless of their age, nationality, sex, religion, disability, and veteran's status.

**Community Resources and Collaborations**

**Is collaboration with one or more outside organizations required to achieve specific project activities in the detailed implementation plan?**

Yes

**Do these collaborations currently exist?**

Yes

**If your organization collaborates, provide a list of the organizations, including the organization type (law enforcement agency, advocacy center, hospital, task force, etc.) the applicant collaborates with to serve victims of crime for the purpose of supporting or assisting in victim recovery.**

At least one written Support Document must be uploaded under the *Upload Support Documents* Task of the Application, if collaborations are required.

Definition of "Support Documents" per the Application Kit: a Memorandum of Understanding, Cooperative Working Agreement, Letter of Support, or other written agreement between two or more parties that sets forth common understandings, respective roles or interactions between the parties or any supporting duties or responsibilities between the parties that support the project. It must be signed by all parties involved and describe in sufficient detail the subject matter of the agreement.

The EPCSO addresses victim's needs daily by working with agencies such as: El Paso Police Department, The Advocacy Center for the Children of El Paso County (children of physical & sexual abuse), Center Against Sexual and Family Violence (CASFV- emergency shelter for victims of domestic violence, sexual assault & their children), the Rio Grande Council of Governments, and Horizon City Police Department, Child Crisis Center (emergency shelter for abused & neglected children, El Paso Child Guidance Center (therapy), Child Protective Services, Children's Grief Center (counseling), Diocesan Migrant & Refugee Services (legal immigration services), District Attorney's Office - victim services, County Attorney's Office (protective orders), Family Services (counseling for all ages), La Posada (emergency shelter and TLC for women & children), MADD (Mother's Against Drunk Drivers), Opportunity Center (homeless program), University Medical Center, and YMCA TLC.

See attached Cooperative Working Agreements.

**Describe the benefits realized by victims of crime as a result of your organization's collaboration(s) with other organizations (if your organization collaborates) or through your organization alone (if your organization does not collaborate).**

The project works closely with other agencies to assist with providing victim related types of services. The El Paso County Sheriff's Office (EPCSO) collaborates with organizations to any extent necessary to improve the knowledge and understanding on how to access local services available to victims of crime within El Paso County. Our Crime Victims Unit is an active participant with the El Paso Anti- Human Trafficking Coalition, the Sexual Assault Response Team (SART) to discuss victim intervention strategies and responsiveness to services along with the Rio Grande Council of Governments Community Planning Alliance meetings. In addition, we also attend the Community Resource Collaboration Group for Adults (CRCGA) meetings where cases are discussed in hopes to better assist the client to receive services needed for our elderly and/or disabled community.

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## **STATE AND FEDERAL FUNDS EXPERIENCE**

How many years of experience does the organization have in managing state or federal grant funds?

90+

## **Project Summary**

Completed - Apr 3 2023

## **Project Summary**

## Summary

Complete the following statement, which may be used by the OAG to summarize or describe the project. "This project funds [number of staff] to serve victims by providing [types of services] in [geographic locations]. Note: Activities listed in the *Summary* must correspond with staff hours and Position Narratives on the Grant Budget (for example, if Outreach activities are included, a position on the budget must have Outreach hours requested and included Outreach in the Position Narrative.

This Victim Coordinator & Liaison Grant (VCLG) project with the assistance of the Texas OAG will fund one (1) full-time equivalent (FTE) bilingual: English/Spanish, Victim Coordinator & Liaison with the El Paso County Sheriff's Office (EPCSO) in the amount of \$98,976.00 from September 1, 2023 to August 31, 2025 or \$49,488.00 per fiscal year. The VCLG will serve approximately 670-680 victims of crime by providing crisis intervention to any victim who is in crisis. The Victim Liaison will provide judicial support, personal advocacy, follow-up contact, court accompaniment, information on VINE, transportation, referrals (as necessary), financial assistance through the Texas Crime Victim Compensation (CVC) program, such as loss of wages/support, funeral arrangements, and medical expenses (to name a few of the services/referrals provided) for all victims of crime within the County of El Paso, Texas.

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## Target Populations

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## SPECIFIC VICTIMIZATIONS

### Responses Selected:

Assault
Child Abuse
DUI/DWI
Family Violence
Physical Abuse and/or Neglect
Robbery
Sexual Assault
Survivors of Homicide Victims
Other Victims of Crime

## SPECIFIC POPULATIONS

### Responses Selected:

African-American
Asian
Elderly (65 and up)
Gay/Lesbian/Bisexual/Transgender
Hispanic
Persons with Disabilities
Rural
Spanish-speaking

## PROBLEM STATEMENT

Provide a brief description of the specific victim-related issue(s) this project is designed to address as it relates to the specific victimization types reported in above.

In the rural areas and among other areas of County of El Paso, Texas, there is a lack of awareness and sometimes confidence, among underserved populations, regarding victim's rights and available resources. Victims of crime who live in the rural areas of El Paso are generally Hispanic with low incomes, or recently migrated to this country with limited knowledge of U.S. law. Some rural communities lack the basic infrastructure such as telephones, addresses posted on their homes, water, transportation and mail services. As a result, crime victims struggle with few basic services at the time of need or emergency.

## SUPPORTING DATA

Provide data that supports the victim-related issue(s) and/or specific victimization types this project is designed to address. Cite research and/or data that is geographically relevant and specific to your service area.

El Paso County is 1,013 square miles with a population of approximately 865,947 (US Census - Quick Facts, July 1, 2021) in far west Texas. Roughly 85% of the region's residents live in the City of El Paso and the remainder are in marginalized rural areas along the US-Mexico border which have numerous incorporated and unincorporated townships and villages. Within the 1,013 square miles of El Paso County, 808 square miles are the rural communities. Some residents who live in the rural areas live in "colonias", substandard subdivisions in unincorporated isolated areas, which are underdeveloped, some without running water, electricity, phones, and have unstable infrastructures.

The City of El Paso is the 6th largest city in Texas, the 20th largest city in the US and the largest US city directly on the US/Mexico border. The County of El Paso includes both Ysleta del Sur Pueblo and Fort Bliss military installation. The US Census Bureau Quick Facts state in July 2021, the County of El Paso poverty status, reports 20.1% of persons live below the poverty level compared to 14.2% for the State of Texas and 12.8% for the US. Based on the Texas Labor Market in November 2021, reports show El Paso's unemployment rate at 4.0%, which is higher than the U.S. The U.S. Department of Justice National Crime Victimization Survey states persons in poor households at or below the Federal Poverty level had more than double the rate of violent victimization as persons in high-income households. Furthermore, El Paso's sister city Ciudad Juarez, Mexico, which lies opposite and directly to the South across the Rio Grande River has a major impact on the area. The area, collectively, creates a bi-national community of more than 2 million people and is one of the single largest bi-national metropolitan areas in North America.



## PROJECT GOAL(s)

Provide a project goal(s), which relates to your Problem Statement, that shows what the project plans to achieve over the next two years with these grant funds. The goal(s) should be a "SMART" goal: Specific, Measurable, Achievable, Realistic and Timely.

The El Paso County Sheriff's Office (EPCSO) goal is to ensure all victims of crime are aware of the rights and protection that is afforded to them regardless of age, gender, ethnicity, income, nationality, sexual orientation, gender identity, religion, or disability to provide services to alleviate the emotional, physical or financial burden as a result of crime to those who reside in El Paso County, Texas. Services will be provided to approximately 670-680 victims of crime per fiscal year to alleviate the emotional and financial burden of residents in the County of El Paso with crisis intervention, CVC's, information and referrals, to include VINE (Victim Information Notification Everyday), criminal justice and law enforcement services, accompaniment to court and other appointments, and victim advocacy. We contact a victim within 72 hours of the crime which is achievable, realistic and timely. The EPCSO strives daily to maintain a philosophy of creating a culture of integrity. We desire to maintain positive relationships and never allow any disconnect between law enforcement, victims of crime and agencies who assist victims of crime from seeking help by providing training, community presentations and health/informational fairs. Through this project, the EPCSO will seek to continue to empower & strengthen rural communities to promote justice with immediate direct services for victims of crime. We will conduct 5 presentations either virtually or in person per year and 5 asynchronous programing through social networking for a total of 10 public presentations. Our goal is to increase the knowledge of the victims' rights and community resources/services by measuring their knowledge from surveys provided to the victims of crime in person or by phone.

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## OUTPUT ASSESSMENT AND EVALUATION

Describe the systems, including tools and/or processes, written policies and procedures, databases, tracking forms or quality control testing, which will be used to track and verify the project's outputs.

The Crime Victim's Unit has a software to compile crime victim data which documents all services by tracking the number of victims served and the services provided to verify the projects outputs. The software has the ability to document services provided such as; notes, follow-ups, protective orders, field transportation, shelter safe house, information and referrals by phone, personal advocacy, food and clothing assistance, emergency financial assistance, referrals to emergency legal aid, VINE, crisis counseling, justice support, letters on behalf of victims and satisfaction surveys. Hard copy files are available for victims and their families who have filed out a CVC application.

**OUTCOMES: Grantees will be required to report on all Outcomes associated with the Applicant's proposed activities. Below is a list of Outcomes required per each proposed activity category:**

- Direct Victim Services
  - Increase in Knowledge of Crime Victims' Rights
  - Increase in Knowledge of Community Resources and Services
- Education
  - Outreach - Increase in Knowledge of Community Resources and Services
  - Training – Increase in Knowledge of Crime Victims' Rights

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**Describe the systems, including tools and/or processes, written policies and procedures, databases, tracking forms or quality control testing, which will be used to track and verify the project's outcomes listed above.**

As mentioned in the above item, the El Paso County Sheriff's Office is able to provide client satisfaction surveys which will measure the clients increased knowledge of crime victims' rights and increased knowledge of community resources and services in person and/or the phone. Brochures of our services will be handed out at all community/health/informational fairs attended providing a count of how many people stopped by our table and obtained a brochure, thus showing an increase in knowledge of victims' rights and community resources. Packets of 100 brochures will be put together, which would allow us to track the number of individuals coming to the table for information.

## DETAILED IMPLEMENTATION PLAN

Describe this project's specific activities, which will be done over the next two years.

With the assistance from the EPCSO Crime Victim's Unit, victims of crime allow our staff to assist them to gain the ability to manage their lives, empower them to seek social services, and advocate for their families. Some victims of crimes in these areas are reluctant to use the criminal justice system at the time of the crime because some lack the knowledge of victim's rights, services and resources available to them or because of past experiences, they may be afraid to ask for assistance. By addressing members of the community about victim services, the community is better informed to help victimization prevention and victim recovery. The EPCSO continually informs the community about facts concerning violence and the available resources through town-hall meetings, school resource classes, civic meetings, information mail-outs, etc. Our Crime Victim's Unit is regularly invited by the Mexican Consulate and civic groups to inform the community of our services. Each year the Crime Victim's Unit briefs our Patrol and Criminal Investigations Unit regarding victim issues and how law enforcement can collaborate with the community with other referrals.

The El Paso County Sheriff's Office are the first responders to "911" calls in the County of El Paso. EPCSO aids in rural communities (colonias) where language, poverty, cultural issues and population growth is a challenge for violence intervention. Communication barriers, a military existence, and a low-income population complicate the discernment of wherewithal for victim assistance. The EPCSO goal is to ensure ALL victims of crime are aware of the rights and protection that is afforded to them regardless of: age, gender, ethnicity, income, nationality, sexual orientation, gender identity, religion, or disability to provide services to alleviate the emotional, physical or financial burden as a result of crime to those who reside in El Paso County, Texas.

**Describe how these activities will help to reach the project's goal.**

In order to reduce and minimize the impact of trauma, the Crime Victim Liaison will provide immediate short-term support and guidance by assisting victims of crime and their families with comprehensive services. This includes advocacy and legal referrals to empower victims to improve their personal circumstances physically, emotionally and addressing self-sustainability, to gain knowledge of their rights and take the necessary steps to live their lives without violence.

The Cooperative Working Agreements are with organizations the EPCSO utilizes to mutually agree to cooperate to whatever extent is necessary in carrying out the objectives described in this application. In addition, if the outside organization has personnel assigned to the grant funded project, that agency certifies that it is cognizant of the rules and regulations governing the operation of the grant and agrees to abide by any and all such rules or special conditions relating to this application.

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**SUSTAINABILITY PLAN**

Briefly describe what would happen to the proposed grant project in the event that the OAG grant funds are no longer available.

In the event we need to fund the position 100%, the County of El Paso will request from Commissioner's Court to allow the general fund to pick-up the position. Currently, the general fund is allocating the difference of the grant funds and actual cost of funding the Victim Crime Liaison position.

## FINANCIAL SYSTEMS

Describe the financial systems, internal controls, written policies and procedures, accounting software, databases, tracking forms or quality control testing, which will be used to track and verify the project's financial activities.

Our MUNIS (financial accounting management information system) is an accounting system set-up on an accrual basis consistent with General Accepted Accounting Principles (GAAP) with written accounting procedures. A chart of accounts lists accounts by a specific number. The general ledger allows costs to be tracked between direct and indirect costs and by different funding source. MUNIS includes a method which records funds received, property and other assets. Our financial system is supported by appropriate documentation, such as purchase orders, vouchers, receipts, and invoices. Actual expenditures are compared with the budget to ensure that grant funds are not requested in excess of the amounts approved in each budget category.

All employees time-keeping system (KRONOS) requires grant personnel to outline activity and actual time worked by funding source and requires an electronic system submission of approval.

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## BUDGET NARRATIVE

Provide a justification, which relate to the project's goal, for each requested budget category in your budget.

The funds requested from the OAG will fund on FTE-Victim Advocate salary and benefits up to \$49,488.00 each fiscal year or a total of \$98,976.00 for two years. This position is essential to provide immediate services to victims of crime in the County of El Paso. The Victim Advocates will continue to assist with approximately 670-680 victims of crime per year with crisis intervention, telephone contact with information and referrals for social service assistance, financial assistance via CVC's, justice support, personal advocacy and follow-up contact. Transportation will be available with our Crime Victim's Unit vehicle to take client to and from court, to the victim's home, emergency shelter, food and clothing assistance.

## Output Target Calculation

Completed - Apr 3 2023

## Output Target Calculation

# Direct Victim Services

Provide Targets for all activities your organization plans to conduct using OVAG/VCLG Funds. Targets must be provided for the following required activities (Victims Served, Assistance with Crime Victims Compensation, Assistance with Texas SAVNS {if in applicable counties}, Information and Referral, and Assistance with Restitution {prosecutor based applicants only}).

## Victims Served

	First Year of the Grant	Second Year of the Grant
Number of Unique Victims Served	670	680

## Direct Victim Services Provided

	First Year of the Grant	Second Year of the Grant
Assistance with Crime Victims' Compensation	670	680
Assistance with Texas SAVNS	130	130
Information and Referral	455	465
Assistance with Restitution (Prosecutor Offices Only)	0	0
Accompaniment to Hospitals, Law Enforcement Offices, Prosecutors' Offices and Courts	25	28
Advocacy	670	680
Assistance with Victim Impact Panels	0	0
Assistance with Victim Impact Statements	0	0
Crisis Intervention	60	70
Emergency Funds	0	0
Follow-up with Victim	370	380
Groups (Support, Therapeutic)	50	60
Individual Counseling	0	0
Legal Assistance	0	0
Lodging	0	0
Peer Support Services	50	60
Transportation	9	9
Other Direct Victim Services	0	0

If Targets were entered for "Other Direct Victim Services", identify the type of service and provide targets for each type of service in the box below.

Referrals to food banks is also a service we provide.

## Education

### Outreach

	First Year of the Grant	Second Year of the Grant
Total Number of Public Speeches	10	10
Total Number of Participants	200	200
Informational Booths Provided	10	10
Total Attendees at Informational Booths	730	740

### 25% of Total Attendees at Informational Booths

	First Year of the Grant	Second Year of the Grant
Total	182.5	187.5

### Training Session

	First Year of the Grant	Second Year of the Grant
Total Number of all Training Sessions	7	7



## Training

	First Year of the Grant	Second Year of the Grant
Faith-Based Individuals Trained	0	0
Law Enforcement Individuals Trained	40	40
Medical Individuals Trained	0	0
Prosecution/Judicial Individuals Trained	0	0
School Faculty Individuals Trained	0	0
Volunteer Individuals Trained	1	1
Other Individuals Trained	8	8

## Training Totals

	First Year of the Grant	Second Year of the Grant
Total Number of all Individuals Trained	49	49

## Upload Victim Coordinator and Liaison Grants (VCLG) Application Budget

**Completed** - Apr 3 2023

Download, complete and upload the Budget: [VCLG Application Budget](#)

- Position titles listed on the budget **must match exactly** to the position title listed on the job description.

Please Note: Documents can only be submitted in Microsoft Excel (.xls or .xlsx) format.

### [Copy of OAG Budget Template](#)

**Filename:** Copy\_of\_OAG\_Budget\_Template.xlsx **Size:** 27.3 kB

## Upload Resolution of the Governing Body OVAG/VCLG

**Incomplete**

Complete and upload the Resolution of the Governing Body (Template included in the Application Kit).

Please Note: Documents can only be submitted in PDF format.

## Upload Statements Supporting Submission of the Application to the OAG

**Incomplete**

Complete and upload the Statements Supporting Submission of the Application to the Office of the Attorney General (Template included in Application Kit)

Please Note: Documents can only be submitted in PDF format.

## Upload Support Documents

Completed - Apr 3 2023

**Support Document(s)** – a Memorandum of Understanding, Cooperative Working Agreement, or Letter of Support or other written agreement between two or more parties that sets forth common understandings, respective roles or interactions between the parties or any supporting duties or responsibilities between the parties. It must be signed by all parties involved and describe in sufficient detail the subject matter of the agreement.

Please Note: Documents can only be submitted in PDF format.

### [2023 CWA's](#)

Filename: 2023\_CWAs.pdf Size: 1.5 MB

## Upload Additional Documents

Completed - Apr 3 2023

Upload your Job Descriptions under this task.

Please Note: Documents can only be submitted in PDF format.

### [Crime Victims Liaison](#)

Filename: Crime\_Victims\_Liaison.pdf Size: 417.7 kB



# EL PASO COUNTY SHERIFF'S OFFICE

**Richard D. Wiles, Sheriff**

3850 Justice Drive  
El Paso, Texas 79938  
915 538-2310  
Email: epsheriff@epcounty.com



*We Serve with Pride*

## COOPERATIVE WORKING AGREEMENT

*Executive Chief Deputy*  
*Sylvia Aguilar*

*Chief Deputy*  
*Tom Whitten*

*Executive Administrative*  
*Officer*  
*William J. Ellis, J.D.*

*Assistant Chief Jail Annex*  
*Division Marco Vargas*

*Assistant Chief Detention*  
*Division Kevin Lanahan*

*Commander Patrol*  
*Division Ryan Urrutia*

*Commander Criminal*  
*Investigations Division*  
*Robert Flores*

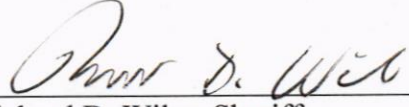
*Commander of Planning,*  
*Accreditation and*  
*Inspections Division*  
*Jose Chairez*

This is to certify that the objective of the grant application submitted of the Office of the Attorney have been reviewed and that it is mutually agreed to cooperate to whatever extent is necessary in carrying out the objectives described in this application.

In addition, if the outside organization has personnel assigned to the grant-funded project, that agency certifies that it is cognizant of the rules and regulations governing the operation of the grant and agrees to abide by any and all such rules or special conditions relating to the application.

### Part I: Applicant Organization

El Paso County Sheriff's Office  
Agency

  
Richard D. Wiles, Sheriff

EPCSO Victim Services Grant  
Project Title

3-13-23  
Date

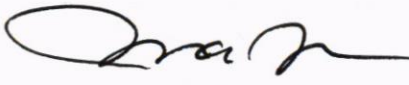
### Part II: Outside Organization

HORIZON CITY POLICE DEPARTMENT  
Outside Organization

MARCO A. VARGAS CHIEF OF POLICE  
Printed Name and Title of Outside  
Organization's Authorized Official

2/16/2023  
Date

CRIME VICTIM SERVICES  
Project Title

  
Signature of the Outside  
Organization's Authorized



**First Nationally Accredited Sheriff's Office in Texas**  
**First Two Nationally Accredited County Jails in Texas**



# EL PASO COUNTY SHERIFF'S OFFICE

Richard D. Wiles, Sheriff

3850 Justice Drive

El Paso, Texas 79938

915 538-2310

Email: epsheriff@epcounty.com



*We Serve with Pride*

## COOPERATIVE WORKING AGREEMENT

Executive Chief Deputy  
Sylvia Aguilar

Chief Deputy  
Tom Whitten

Executive Administrative  
Officer  
William J. Ellis, J.D.

Assistant Chief Jail Annex  
Division Marco Vargas

Assistant Chief Detention  
Division Kevin Lanahan

Commander Patrol  
Division Ryan Urrutia

Commander Criminal  
Investigations Division  
Robert Flores

Commander of Planning,  
Accreditation and  
Inspections Division  
Jose Chairez

This is to certify that the objective of the grant application submitted of the Office of the Attorney have been reviewed and that it is mutually agreed to cooperate to whatever extent is necessary in carrying out the objectives described in this application.

In addition, if the outside organization has personnel assigned to the grant-funded project, that agency certifies that it is cognizant of the rules and regulations governing the operation of the grant and agrees to abide by any and all such rules or special conditions relating to the application.

### Part I: Applicant Organization

El Paso County Sheriff's Office  
Agency

Richard D. Wiles, Sheriff

EPCSO Victim Services Grant  
Project Title

2-21-23

Date

### Part II: Outside Organization

Advocacy Center for the Children of El Paso  
Outside Organization

Susan H. Oliva, Executive Director

Printed Name and Title of Outside  
Organization's Authorized Official

2/14/23  
Date

EPCSO Victim Services Grant  
Project Title

  
Signature of the Outside  
Organization's Authorized

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### Part I: Applicant Organization

El Paso County Sheriff's Office  
Agency

Richard D. Wiles, Sheriff

EPCSO Victim Services Grant  
Project Title

2-21-23

Date

### Part II: Outside Organization

Rio Grande Council of Governments  
Outside Organization

Annette Gutierrez  
Executive Director

Printed Name and Title of Outside  
Organization's Authorized Official

2/15/23

Date

EPCSO Victim Services Grant  
Project Title

Signature of the Outside  
Organization's Authorized



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### Part I: Applicant Organization

El Paso County Sheriff's Office  
Agency

*Richard D. Wiles*  
Richard D. Wiles, Sheriff

EPCSO Victim Services Grant  
Project Title

*2-21-23*  
Date

### Part II: Outside Organization

*Center Against Sexual & Family Violence*  
Outside Organization

*Sandra N Garcia*  
Printed Name and Title of Outside  
Organization's Authorized Official

*2/15/23*  
Date

*Executive Director*  
Project Title

*Sandra N Garcia*  
Signature of the Outside  
Organization's Authorized



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### Part I: Applicant Organization

El Paso County Sheriff's Office  
Agency

Richard D. Wiles, Sheriff

EPCSO Victim Services Grant  
Project Title

2-13-23  
Date

### Part II: Outside Organization

El Paso Police Department  
Outside Organization

Interim Police Chief Peter Pacillas  
El Paso Police Department

2/7/2023  
Date

Officer of the Attorney General  
Project Title

Signature of the Outside  
Organization's Authorized



**First Nationally Accredited Sheriff's Office in Texas**  
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## EL PASO COUNTY JOB DESCRIPTION



### **CRIME VICTIM'S LIAISON (SO)** Sheriff's Office

#### **Summary of Position**

The Crime Victim's Liaison serves as liaison between the Sheriff's Office, crime victims and family members impacted by the crime, District/County Attorneys offices, and outside community victim assistance organizations. Directs and provides victim assistance services of El Paso County Sheriff's Office by assisting crime victims throughout the judicial process. Directs victim initiatives for the department and supervises staff for victims assistance. Responsible for awareness programs and community outreach.

#### **Organizational Relationships**

Reports to: Lieutenant, or Sergeant

Directs: Crime Victim's Specialist, grant funded position which include but not limited to: Social Worker, Masters, interns.

Other: Has frequent contact with other county employees, general public and other law enforcement agencies and non-profit agencies that deal with victims and human trafficking victims, District and County Attorneys.

#### **Essential Duties**

Manages grants (submission of various reports or anything requested by the auditors), while working closely with the El Paso County Sheriff's Office Grant Writer to obtain additional grants for the Victims' Unit.

Supervises department employees, including assigning and reviewing work, training, completing performance evaluations, and making recommendations on hiring, terminating, and disciplining personnel;

Selects, motivates, and evaluates department staff; provides or coordinates training and works with employees to correct deficiencies;

Plans, directs, and coordinates, through subordinate-level staff, the department work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; and reviews and evaluates work methods and procedures;

*\*In accordance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.*



Gathers, organizes, and summarizes information for special projects; prepares various routine and complex reports, tables, graphs and statistical summaries; conducts special studies and projects as directed;

Assumes responsibility for delegated administrative and clerical tasks; creates, edits, and reviews various documents, memos, letters, or reports after checking for accuracy, content and compliance with regulations; composes routine replies requiring understanding of procedures and policies;

Acts as primary contact person for victims; responds to complaints or questions about a specific program and/or its services; researches information; makes appropriate referrals for assistance;

Advises victims and their affected family members regarding community resources available to cope with trauma and/or financial loss, and to resume life in the community;

Responds to counsel victims of violent crime (Assists with crisis counseling to victims of violent crime) and their families who require immediate assistance;

Provides linkage with appropriate community resources by maintaining knowledge of other systems, making referrals, and identifying unmet needs;

Coordinates victim activities with field supervisors, investigators and volunteers;

Assists Attorneys and Investigators in interviewing victims and witnesses and coordinating appointments and trial appearance;

Conducts home visits on victims of crime;

Uses county vehicle to transport victims of crime to obtain and or apply for necessary resources;

Advises the crime victim and/or their family on the criminal justice system, their rights under the Crime Victim's Rights Bill, and accompany victims to court, as requested;

Represents the Sheriff's Office at community events, work groups, or as directed by supervisors.

Oversees, monitors and assists the victims to follow through on service providers that have been identified as a source of support for them to help promote long term success and by helping them stabilize their living environment;

Participates in policy decision-making in a way that encompasses an understanding of the issues and implications relevant to victim's assistance;

Organizes, trains, and supervises volunteers for the program;

Ensures the completion of appropriate paperwork for victim assistance services, such as Crime Victims Compensation applications;

Orders program literature and forms to ensure an adequate supply for dissemination;

Coordinates special projects;

Responds to the emotional and physical needs of the crime victims;

Oversees, monitors, and assists victims with submission of paperwork;

Oversees, monitors, and maintains statistical data on number of victims served, referrals, etc.;

Accompanies crime victims or victim families to court, and provides them with an orientation of the criminal justice system;

Maintains updated information of area agencies that provide victim services, counseling programs, emergency housing and shelter, and legal assistance;

Writes letters or otherwise makes referrals on behalf of the victim to obtain services related to the criminal incident;

Refers victims to community based providers and monitor service engagement;

Provides support and guidance;

Monitors quality and efficiency of services in gaining progress toward stated goals;

Maintains effective and timely communication with team members to facilitate service implementation;

Works with community support services to ensure linkage and communication;

Performs all client record documentation in a quality and timely manner;

Oversees and provides appropriate case management; follows up on cases, and data collection;

Communicates with other agencies regarding services and case management within confidentiality protocols;

Oversees, completes, and ensures scheduled case reviews, data collection and evaluation activities are completed in a timely manner;

Oversees contract management of grants assigned for program; ensures monies are being spent to meet grant request and funding requirements, and monies are available to purchase items on grant budgets; keeps and updates grant budget ledgers to ensure minimal monies are left unspent and returned to funding agencies;

Ensures internal policies are being followed for grants;

Evaluates activities in a timely manner;

Works as an integral member of team in other program projects as needed;

Advocates on behalf of each victim;

Conducts presentations on awareness and community outreach programs;

Provides skill building services such as conflict resolution, anger and stress management, parenting, skill development, substance abuse intervention, and communication skills;

Provides services such as independent living skills, identification and engagement with pro-social activities and access and linkage to community resources;

Works to maintain effective channels of communication with internal and external associates through participation in meetings and functions that advance the goals of the program;

Demonstrates respect and dignity towards team members and victims at all times;

Stays abreast of new trends and innovations in the field;

Commits self to providing excellent customer service and demonstrate commitment through cooperative team and individual efforts; and

Creates a high quality work culture through participation in and emphasis on training and mentoring to develop leadership, management, and technical skills in self and all employees, including safety related training and skills.

### **Other Important Duties\***

Performs such other related duties as may be assigned.

Home visit and other travel with little or no notice;

As members of the County of El Paso Emergency Response System, all El Paso County employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to train on emergency response and/or perform certain emergency services at the direction of their supervisor.

### **Minimum Requirements: Knowledge, Skills, and Abilities**

*Knowledge of:* Victims' rights, protective orders, the judicial system, individual, family and group casework theory and techniques (omit); interviewing techniques; and victim compensation programs; service providers in the Community that will assist victims, resources of support to promote long term success by helping the victims stabilize their living environment; principles and practices of effective employee supervision; office practices and procedures; the use and care of office equipment; the methods and techniques of public contact; procedures and methods including computer keyboard operation; English usage, grammar, punctuation and spelling; techniques for effective interpersonal communications. *Skill/Ability to:* work effectively in a multi-cultural environment with victims, staff and support agencies; initiate, cultivate, and sustain relationships with individuals, and prospective partners from every strata of the community; effectively plan and carry out aggressive goals to meet the organization's mission and strategic plan; work effectively in a multi-cultural environment with victims, staff and support agencies; speak, read and write in English; use time effectively; focus on details; assess information for purposes of

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written and oral reports; set priorities for a large workload; make independent decisions when circumstances warrant such action; relate to and work with emotionally upset and occasionally hostile people; enter and retrieve data using computer systems and software, such as spreadsheets, word processing programs, database information; handle high level of stress; present competence to perform and observe behavior; schedule, supervise, train and evaluate assigned staff; establish and maintain cooperative and effective relationships with those contacted during the course of work; speak effectively in English; Preferred Spanish.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Maintain strict confidentiality;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the County's commitment to customer service excellence

### **Acceptable Experience and Education**

Bachelor's degree from an accredited college or university with a major in social, behavioral or human services related field, Degree in Counseling or Therapy preferred; and six (6) years of experience in victim services, with two (2) years' experience in counseling, and two (2) years supervisory experience, or;

any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

### **Certificates and Licenses Required**

Must have or obtain by date of hire a valid driver's license applicable to job responsibilities, with a driving record acceptable to the County of El Paso.

Ability to obtain an Instructors Texas Commission on Law Enforcement Standards and Education Certification within a year of employment.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers; and clearly talk and hear. The employee is occasionally required to reach with hands and arms. On occasion is required to lift boxes up to 50 lbs. i.e. boxes of printer paper; bend, twist, turn and reach; lift and carry, push or pull up to 50 pounds; ability to see well enough to read computer monitors and documents; hand and finger dexterity sufficient to operate computer keyboards; ability to work irregular hours, including shift work, nights, scheduled and emergency over-time hours; ability to successfully complete a medical examination prior to employment.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters

while performing the essential functions of this job.

Office environment and field work. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate; may be exposed to violent situations or the aftermath; exposure to hostile, abusive or irrational individuals.

**The above is intended to describe the general nature and level of work being performed by this position. The statements are not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.**

**Job Location** (Place(s) where work is performed)

Various areas throughout El Paso County

**Equipment** (Machines, tools, etc., used in job performance)

- Computer
- Various office equipment
- Calculator
- Various software applications to include Microsoft Word, Excel, and Powerpoint
- Other equipment related to job performance

**THE COUNTY OF EL PASO, TEXAS  
PHYSICAL REQUIREMENTS AND CONDITIONS**

Physical Requirement

Degree

Hearing Acuity:

low/average/sharp

Visual Acuity:

rough/average/precision

Visual Color Acuity

low/average/high

Manual Dexterity:

To accomplish duties as stated in job description

Operate Moving Equipment:

no/yes

Operate Vehicles:

Uses county vehicle ~~or own vehicle~~ for business travel

Environment:

office/field

Extremes:

low/average/high

Noise:

low/average/high

Chemicals:

low/average/high

Confined Space:

low/average/high

Heights:

low/average/high

Uneven Terrain:

low/average/high

Other Special Physical Requirements:

Ability to communicate orally and in written form

The minimum physical qualifications for the above job are listed below. This information shall be used to establish a minimum standard of the evaluation of applicants for positions in the job classification and in reviewing the capabilities and physical restriction of employees returning from Industrial and Illness Leaves of Absence.

In an 8-hour workday an employee can be expected to:

(Note: Rare = 1-10% Occ.=11-33% Freq.=34-66% Cont.=67-100%)

On the Job You:	Never	Rare	Occ.	Freq.	Cont.
Bend/Stoop		X			
Squat		X			
Crawl		X			
Climb		X			
Reach above shoulder level			X		
Crouch		X			
Kneel		X			
Sit					X

*\*In accordance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.*

**Job Title:** Crime Victim's Liaison (SO) **Job Code:** **GF Pay Grade:** PS09 **FLSA Status:** Exempt

Push/Pull			X		
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Weight limitations: Indicate frequency (Never, Occ. Freq., Cont.)

Active/lbs	0-10	11-24	25-34	35-50	51-74	75 -100	>100
Lifting	Occ.	Occ.	Occ.	Occ.	Never	Never	Never
Carrying	Occ.	Occ.	Occ.	Occ.	Never	Never	Never
Push/Pull	Occ.	Occ.	Occ.	Occ.	Never	Never	Never

**Approved:**

\_\_\_\_\_  
Elected Official/Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Human Resources Officer

\_\_\_\_\_  
Date

**History:**

\_\_\_\_\_  
Received by: Print Name

\_\_\_\_\_,  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department