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# SITE COORDINATOR 101

A Local Site Coordinator Perspective

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# SAKI MODEL: ESSENTIAL COMPONENTS

1. Inventory
2. Multidisciplinary Team
3. Site Coordinator: “One of the most vital roles on the SAKI team.”
  - Serves as a central point of contact for the SAKI site team
  - Serves in a leadership role in the Multidisciplinary Team
  - Presents as a strong and knowledgeable leader of the SAKI Site Program

# THE VALUE OF A FULL TIME SITE COORDINATOR

- ✓ Can lead the inventory project
- ✓ Can identify areas where systemic change is needed
- ✓ Can organize the MDT meetings
- ✓ Can organize necessary data and complete the 22-page quarterly PMT
- ✓ Can provide needed SAKI stats for press conferences, MDTs, Chain of Command/any stakeholder
- ✓ Can draft guidelines for victim-centered systemic change
- ✓ Can ensure the SAKI site is meeting its goals and provide direction if change is needed
- ✓ Can serve as liaison to the stakeholders as well as the BJA SAKI Liaison

# THE VALUE OF A DIFFERENT SITE COORDINATOR PER PURPOSE AREA

- Different purpose areas, different goals, objectives, milestones and many times different stakeholders
- There is a lot of information to manage in each purpose area especially if your agency is a smaller one without a Fiscal or Research and Planning Department to assist
- SAKI will pay for more than one Site Coordinator
- Allows for collaborative partnerships between/among same-site site coordinators

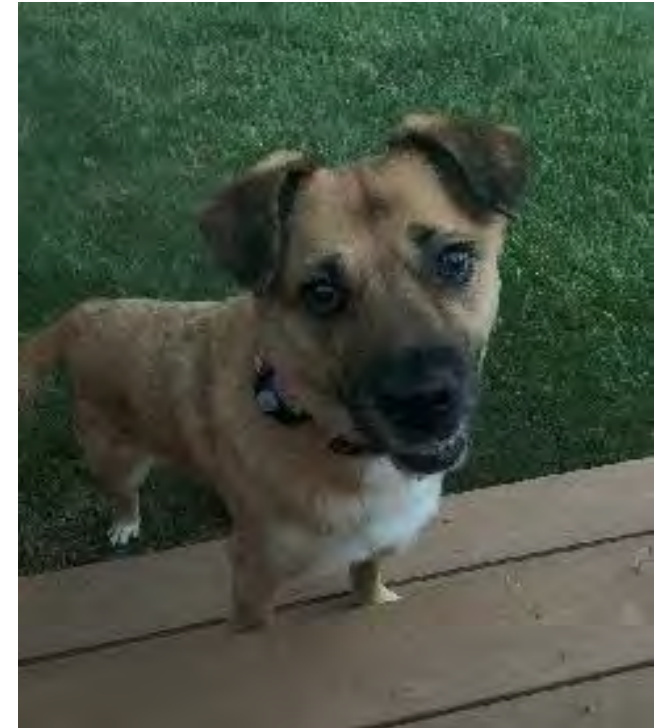
# TIPS FOR SUCCESS (1)

Organize, organize, organize.

Create a “CODIS Hit/PMT Tracking Spreadsheet” to document your CODIS hits and subsequent PMT data

Steps:

1. Log all CODIS hits as they come in
2. Reference the PMT questions to create columns



Spreadsheets are your best friend

# TIPS FOR SUCCESS (1) continued

Steps continued:

3. Put a date after the PMT question column so quarterly sorting made easy.

4. Add ViCAP reminder column

5. Add “MDT Review Needed” reminder column for a quarterly CODIS Hit/PMT Tracking meeting

# CODIS Hit/PMT Tracking Spreadsheet Example

13. Of the number of **Offender/Arrestee Hits** during the reporting period identified in question 10C, how many fit each of the following categories?

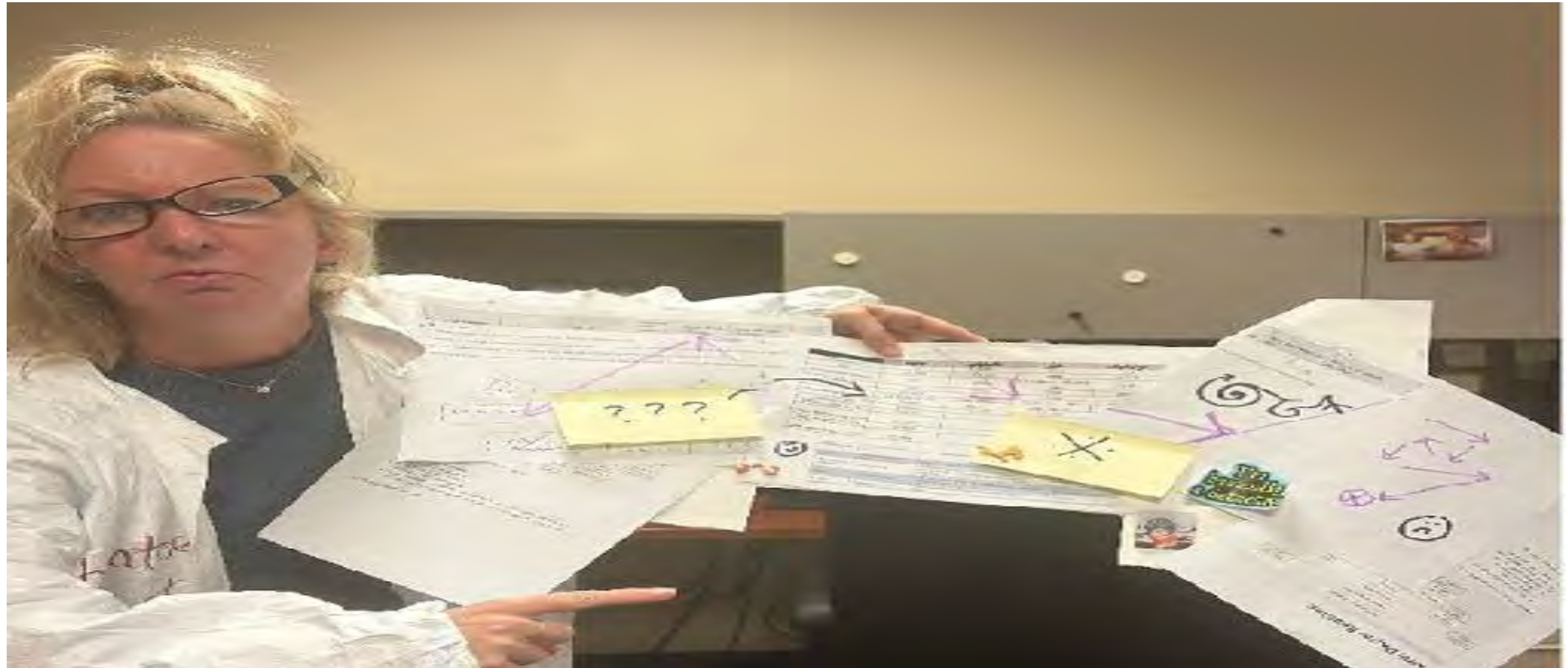
A. **Cold Hits:** when the DNA hits to an offender who was not previously listed as a suspect/person of interest in the case

B. **Warm hits:** when the DNA hits to a listed suspect/person of interest in the case.

A	B	C	J	K	L
Case Number	Needs MDT review?	In ViCAP?	Date	1st hit: If this was an Offender/Arrestee hit, was it Warm or Cold?	1st hit report date
19941223065501	Yes	Yes	2/24/2023	Cold	1/7/2023
19970622553301	No: excep. cleared	Yes	3/1/2023	Warm	2/20/2023
19900921202900	Yes	Yes	7/1/2023	Cold	4/15/2023
19890214161502	Yes	Yes	8/1/2023	Cold	4/20/2023
20150815121102	No: CBA	Yes	8/9/2023	Cold	9/1/2023



# ACTUAL PICTURE OF ME EXPLAINING ONE OF MY SPREADSHEETS TO MY COLLEAGUES



# CONVENE QUARTERLY PMT/CODIS HIT TRACKING MEETING

Use your PMT/CODIS Hit Tracking Spreadsheet as prompts

## WHY?

To ensure all CODIS hits are followed up on

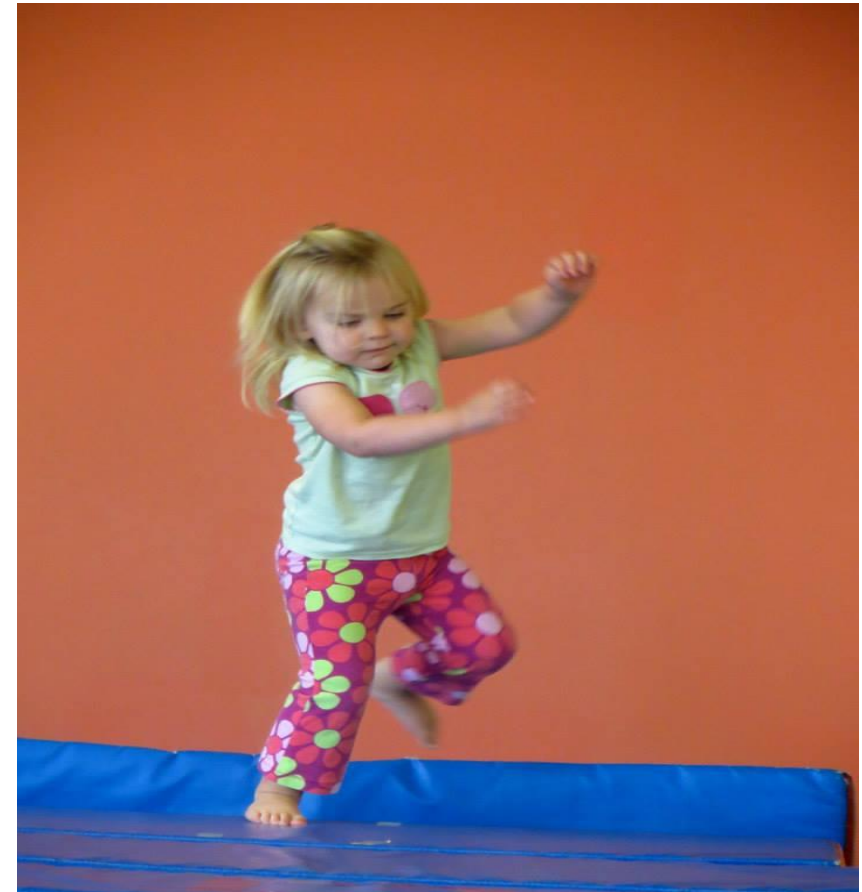
To obtain updated PMT information

## Who?

Site Coordinator

Detective or Sergeant with current case info.

Prosecutor



YAY! A MEETING!!

# TIPS FOR SUCCESS (2)

See yourself as an advocate for SAKI Goals and Mission.

Keep advocacy at the heart of your position.

- Post SAKI Goals and Mission:

The aim of the SAKI program goes beyond the identification and testing of unsubmitted sexual assault kits (SAKs). SAKI provides funding to support a multidisciplinary community response to reduce the numbers of and improve the criminal justice response to sexual assault and unresolved violent crime cold cases through a comprehensive and victim-centered approach.

# TIPS FOR SUCCESS (3)

See yourself as an expert at fostering  
Teamwork.

Listen, create, follow-through

- Make sure each entity feels heard and that their point of view is appreciated.
- Find common ground.
- Look for ways to effect long-lasting systemic victim-centered change
  - Create policies and protocols/guidelines
  - Create documents that highlight SAKI successes. This will increase buy in from leadership.



[Sled dog team]. (n.d. 4/13/2023).  
<https://www.rawpixel.com/image/4035234/photo-image-person-dog>

# Contact Information



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