



**City of Salisbury**  
Police Department  
**Victim / Witness Coordinator**

Full Time

\$32,745

Full Range of Benefits

**Duties:** Under the direct supervision of the CID Supervisor this position assists with the needs of the Victims/Witness. Assists sworn Police Staff, other criminal justice agencies, governmental and non-governmental agencies / organizations, and the department as a whole in various capacities; performs other duties as assigned. Organize and track departmental records. Provide services as required for the identified population based on their particular needs. Ensure that all victims and all other witnesses receive professional handling consistent with their specific role in the investigation and prosecution. Will develop, organize and maintain a manual of information sources for victim/witness service referrals. Assist victims in locating state resources. Will complete some investigative tasks, including but not limited to phone contacts and updating information on stolen property. Will work closely with the Wicomico County States Attorney's Office victim/witness coordinator and will testify in court when required by appropriate summons/subpoena. Attend a variety of meetings to facilitate communication and liaison activities with partner law enforcement agencies and referral resource agencies in the region. Work closely with the community affairs division by educating the community about the bicycle registration program, Neighborhood Watch Programs, and community meetings. of bicycle registration. Maintain a stolen bicycle log through the Salisbury Police Department's computer network. Submits quarterly reports as required.

**Requirements:** High school Diploma or G.E.D. One year of law enforcement or criminal justice experience or a combination of education, training and experience. Must possess the ability to maintain composure in difficult and emergent circumstances. Must maintain highest level of confidentiality. Must have a working knowledge of City policies and procedures. Possess a high degree of organizational skills with a better than average command of computer software including but not limited to Microsoft Office Suite, the internet, and e-mail systems. Must possess a valid driver's license and pass a drug screen/background investigation.

**Closing:** Open until filled

**APPLY:** A Salisbury Police Department application packet can be completed at:  
[www.Policeapp.com/SalisburyMD](http://www.Policeapp.com/SalisburyMD)

Salisbury Police Department  
699 W. Salisbury Parkway  
Salisbury, MD 21801  
Telephone: 410-546-5806  
EOE