



Volunteer Position Description

Title: Domestic Abuse Response Team (D.A.R.T)

Department or Team: Shanice Dawson, Domestic Violence Victim Advocate

Background Check Level: 2 (requires background check, CVSA, fingerprints)

Reports to: Shanice Dawson, Domestic Violence Victim Advocate

Description of Role: DART Volunteers are utilized to provide crisis services to victims of domestic violence after an arrest has been made. This volunteer position is responsible for assisting police after a domestic violence incident has occurred. The intended response is to provide emotional support to victims of domestic violence with emotional support, information on domestic violence, community resources, and safety planning after an incident occurs. DART Volunteers are also available to provide support at the police department and assist the DV Advocate with duties in the office.

Primary Responsibilities:

- Provide basic information about domestic violence, safety planning, and community resources
- Demonstrate compassion and empathy for domestic violence survivors
- Assist the Advocate with follow-up phone calls to victims
- Assist the Advocate in completing basic admin office duties
- Work with patrol officers
- Occasionally meet victims at a safe location in the field to provide support after a domestic violence incident

Secondary Responsibilities:

- Interact with city staff and the public in a professional and respectful manner
- Utilize the city's online database to log all volunteer hours

Skills Needed/Requirements:

- Completion of Domestic Violence training (40 hours, provided by DV Advocate)
- Complete a patrol officer ride-along
- Willingness to learn and follow all procedures and protocols
- Ability to maintain calm in stressful situations
- Must possess strong listening and problem-solving skills
- Ability to work and communicate effectively
- Must have a valid driver's license and proof of insurance
- Must have access to a personal vehicle and agree to abide by the applicable rules as outlined in the city's volunteer handbook
- Ability to successfully complete criminal history/background check including a CVSA
- Must be able to work on weekdays and weekend evenings

Other desired qualities are:

- Commitment to assisting victims and families of domestic violence
- Strong listening and problem-solving skills
- Knowledge and understanding of the dynamics of domestic violence or related crisis intervention issues (Chemical dependency, mental health, working with children, etc.)
- Prior social work experience preferred

Minimum Age: 21

Court Ordered: Not accepted

Physical Requirements: Must be able to move in and out of a vehicle

Desired Experience:

- Previous training in psychology and work experience in counseling or social work
- Understanding of the domestic violence cycle
- Bilingual candidates are encouraged to apply

Time Commitments:

- Commitment to attend quarterly meetings
- Commitment to serve in the program for a minimum of two years
- Commitment to one 4 hour in office shift per month (ideal in-office shift times are between 2:00 p.m. - 9:30 p.m.)
- Commitment of one 7 day on call shift (including nights and weekends) per month

Position Description reviewed and understood

Volunteer Signature: _____

Date: _____



KIRKLAND POLICE DEPARTMENT DOMESTIC ABUSE RESPONSE TEAM (D.A.R.T.) VOLUNTEER PROGRAM

PROGRAM DESCRIPTION

The Kirkland Police Department's Domestic Abuse Response Team is a partnership between local law enforcement and the community. The goal of D.A.R.T. is to address and prevent domestic violence by providing crisis intervention and support to victims after police involvement. The volunteer will provide guidance on the court process, provide community resources, information on support groups, and provide emotional support.

- 1) **Community volunteers provide crisis intervention to domestic violence victims following domestic violence incidents.** The first hours after a domestic violence incident can be critical for victims of domestic violence. DART volunteers provide crisis intervention and support to victims of domestic violence in the time immediately following a domestic violence incident. If needed, the volunteer may assist the family to locate necessities such as shelter and food, and to create a safety plan. Additionally, DART volunteers provide information about community resources, the criminal justice system, and discuss how victims can obtain a civil protection order.

Patrol officers call DART to assist on domestic violence calls where they are making a police incident report. All follow-ups with victims are completed on the phone or at the Kirkland Police Department.

- 2) **Community volunteers assist the Kirkland Police Department's Domestic Violence Victim Advocate with victim and case follow-up.** Volunteers are scheduled for "on duty" shifts during afternoon and evening hours throughout each month. Volunteers will assist by making follow-up phone calls to victims to explain the court system, discuss options for participation with prosecution, create safety plans, referrals, and provide general support to victims. The volunteers also assist with other essential office duties for the Advocate.

PROGRAM GOALS

- Domestic violence victims' safety needs are met because they obtained critical information and appropriate services after the incident. Victims feel supported and understood, gain knowledge of domestic violence and its effects, and are less likely to blame themselves for the abuse. Victims learn how to create safety plans for reducing risk of further abuse.
- Patrol officers gain an added resource in handling domestic violence calls, freeing them to focus on the investigation, and other calls.
- The Advocate gains an added resource in that victims are contacted outside of business hours, and more frequently.
- The involvement of community volunteer's benefits victims, police, and the advocate. The presence of community volunteers helps break isolation and make victims of domestic violence feel supported by the community. Community volunteers create a reliable and comprehensive support system for victims of domestic violence. The team works together with patrol officers, advocates, and existing community resources to ensure victims and their families are given every opportunity to succeed in their attempts to break the cycle of violence.
- Volunteers gain knowledge and understanding about domestic violence and the criminal justice system, crisis intervention skills, and the opportunity to help prevent domestic violence. The police department gains valuable involvement from the community to prevent domestic violence and to increase public safety.

VOLUNTEER TRAINING

DART volunteers receive 40 hours of training by the DV Advocate and complete a patrol officer ride along. New volunteer training topics include an orientation to the Kirkland Police Department, DV 101, domestic violence laws, the criminal justice system, community resources, safety planning, crisis intervention procedures, the effects of domestic violence on children, etc.

Quarterly meetings are scheduled to provide an opportunity for DART volunteers to debrief, discuss past events, and for continuing education and training. Quarterly meetings are scheduled from approximately 6:00 p.m. - 8:00 p.m.

VOLUNTEER COMMITMENT AND REQUIREMENTS

DART volunteers must commit to one 4 hour in-office shift per month (ideal in-office shift times are between 2:00 p.m. -9:30 p.m.) and one 7 day on call shift (including nights and weekends) per month. Because of the extensive training and time it takes to get settled in the position, the volunteer commitment is 2 years. All DART volunteers must successfully complete a screening process that includes in-person interviews, reference checks, national background check, and orientation. Additionally, volunteers must complete 40 hours of training and attend quarterly meetings. Volunteers must have a valid Washington State Driver's License, be an insurable driver, be 21 years of age or older, and pass a Kirkland Police Department background check, which does include a Computer Voice Stress Analyzer test (similar to a polygraph exam). This additional background check is because Police Department volunteers have access to very sensitive information.

APPLICATION PROCESS

1. **By August 2026**, the volunteer candidate must complete an online DART volunteer application, plus return a completed DART application addendum to Kate Ryan kryan@kirklandwa.gov
2. Kate Ryan will check references, complete a national background check, and conduct a preliminary in-person interview
3. If the applicant successfully passes the preliminary interview, background check, and references, the applicant will be contacted by the police department to conduct a second interview, a background check through the police department, and a Computer Voice Stress Analyzer
4. Applicants accepted for the position will be notified via telephone or email. The pending volunteer will be expected to attend an initial training course (40 hours) that is preliminarily scheduled to occur early Fall 2026 and will begin volunteer assignment only upon successful training completion.

Questions: Please contact Kate Ryan, Volunteer Services Coordinator, (425) 587-3011 or kryan@kirklandwa.gov