

Considerations for Hiring a SAKI Site Coordinator

The Bureau of Justice Assistance (BJA) National Sexual Assault Kit Initiative (SAKI) program requires that a SAKI grantee designate an individual to be the SAKI Site Coordinator. The SAKI Site Coordinator is one of the most vital roles on a SAKI team. The SAKI Site Coordinator serves as the central point of contact for the SAKI site team and should lead the SAKI site multidisciplinary team (MDT), coordinate efforts across the team, and be a strong and knowledgeable leader for the SAKI site program. The SAKI Site Coordinator, in collaboration with the SAKI site lead agency, has the responsibility of fostering and coordinating communication and activities among the MDT and ensuring the SAKI site program goals and milestones are met. To achieve these objectives, it is recommended that the SAKI Site Coordinator be a full-time position and be someone able to foster solid working relationships and hold all entities accountable for their roles within the SAKI site program.¹

Key Considerations When Choosing a SAKI Site Coordinator

- 1. Knowledge of Sexual Assault Response Reform:** The SAKI Site Coordinator should understand current efforts related to sexual assault response reform both locally and nationally. Such knowledge should include awareness of current research, national recommendations, and best practices associated with sexual assault response reform.
- 2. Practical Experience:** The SAKI Site Coordinator should have strong leadership skills with knowledge or former experience working in or with the following: law enforcement, prosecutors, or crime labs, and victim advocacy.
- 3. Access:** It may be advantageous for the SAKI Site Coordinator to have access to certain information or databases associated with the goals and objectives of the SAKI site. The SAKI lead agency should facilitate and support access to such information as needed.

¹ Bureau of Justice Assistance (2022). *National Sexual Assault Kit Initiative (SAKI): Overview*. Office of Justice Programs, U.S. Department of Justice. <https://bja.ojp.gov/program/saki/overview>.

4. Coordination: Besides coordinating activities with the MDT, the SAKI Site Coordinator should communicate regularly with the SAKI site's BJA policy and program manager to ensure goals and deliverables align with the budget relative to timelines.

Key Responsibilities

1. Serve as the central point of contact for the SAKI Site MDT. See the *Key Considerations and Strategies for Engaging and Maintaining Multidisciplinary Team Partners* brief.
2. Maintain full support of the lead SAKI agency and all other agencies represented within the MDT.
3. Foster communication among MDT members.
4. Ensure the MDT achieves goals and meets milestones and benchmarks. See the *Developing SAKI Goals and Objectives and How to Track Progress* brief.
5. Willingness to assist all MDT members with development and implementation of policies and procedures to foster a sustainable response to sexual assault reform.
6. Manage, organize, and track progress towards goals and objectives, including performance metrics. See the *Understanding Performance Metric Tracking* brief.
7. Coordinate and facilitate MDT meetings.
8. Utilize a shared drive or network for storing project related materials accessible to key MDT members. See the *Developing a SAKI Site Coordinator Transition Plan* brief.
9. Collaborate with the BJA SAKI Training and Technical Assistance Provider (SAKI TTA) to support project goals.

Conclusion

Hiring an effective and qualified SAKI Site Coordinator is critical to the success of the SAKI site program and the sustainability of the SAKI site MDT. The SAKI Site Coordinator, with support from the lead agency, will lead the SAKI site project and help ensure the SAKI project goals and milestones are met. The SAKI Site Coordinator is an important leadership role, and to be successful, this individual must gain the trust, respect, and cooperation of the entire MDT and be empowered by the lead SAKI agency.

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