

## **MEMORANDUM OF UNDERSTANDING**

**This Memorandum of Understanding (MOU) is entered into by and between:**

### **LAW ENFORCEMENT**

**Agency A: The City of Salem, Salem Police Department's Domestic Violence Response Team (SPD's DVRT)**, which provides immediate and direct services and intervention to victims of domestic violence, sexual assault, and stalking at the time of police contact and/or offender arrest in order to increase their short-term safety and address their immediate needs with the ultimate purpose being to provide victims with the necessary tools and resources needed to begin to break the cycle of violence within the same household or relationship, as well as to heighten victim safety and encourage offender accountability. SPD's DVRT provides a link within law enforcement for other agencies working with victims seeking services or access to law enforcement services. SPD's DVRT also provides advocacy services for anyone calling in or seeking services for domestic violence, sexual assault, or stalking even if they are not involved with law enforcement or are uncertain about reporting their abuse. SPD's DVRT is considered a "short-term" advocacy program with the goal of connecting victims with longer-term advocacy programs and resources;

### **PROSECUTION**

**Agency B: The Marion County District Attorney's Victim Assistance Division (MCVAD) Family Violence Program**, which provides direct services to victims of crime within Marion County through the criminal justice system. MCVAD assist victims by advocating for and informing victims of their rights, provides a communication link between victims and other case related professionals, provides information on the criminal justice process and a victim's specific case, connects victims with resources and referrals in the community, safety plans with victims, and provides court accompaniment and support. MCVAD provides a link with prosecution for other agencies working with victims seeking services or access to criminal justice services. MCVAD is considered to be a "long-term" advocacy program;

**Agency C: The Polk County District Attorney's Victim Assistance Division (PCVAD)**, which provides direct services to victims of crime within Polk County through the criminal justice system. PCVAD assist victims by advocating for and informing victims of their rights, provides a communication link between victims and other case related professionals, provides information on the criminal justice process and a victim's specific case, connects victims with resources and referrals in the community, safety plans with victims, and provides court accompaniment and support. PCVAD provides a link with prosecution for other agencies working with victims seeking services or access to criminal justice services. PCVAD is considered to be a "long-term" advocacy program;

### **VICTIM SERVICES**

**Agency D: The Center for Hope & Safety (CHS)**, which is our local non-profit, non-governmental victim services agency that offers safe refuge and support to victims of domestic violence, sexual assault, stalking, and human trafficking. CHS provides 24-hr emergency shelter, a 24-hr crisis hotline, and counseling and support groups. CHS informs victims of their options, provides support for a victim's decision, assists in creating detailed safety plans, advocates for a victim's rights, and offers their information in several different languages. CHS is a vital link in connecting victims with community resources and with government-based agencies as needed.

- A. Purpose.** The purpose of this memorandum of understanding (MOU) between the Salem Police Department's Domestic Violence Response Team (Agency A), the Marion County District Attorney's Victim Assistance Division Family Violence Program (Agency B), the Polk County District Attorney's Victim Assistance Division (Agency C), and the Center For Hope & Safety (Agency D) is to maintain and enhance the on-going relationships between the agencies and to support the cohesive and collaborative development and implementation of direct services to victims of domestic violence, sexual assault, and stalking. In so doing, these partnerships will benefit all agencies involved, be responsive to the victims that are connectively served, and demonstrate a strong support to victims in the community. Realities have shown the need for agencies to work together cooperatively to streamline services and to ensure the priority is the safety and protection of the rights of victims. The intent is to establish and define roles and responsibilities to be carried out by each agency while furthering two common objectives: easing the effects of the crime on the victim and enhancing their safety.
- B. Key Activities.** The SPD's DVRT will collaborate and participate in the following key activities with the partners of our MOU:
- i. **Sustainability planning.*** SPD's DVRT and MOU partners have worked together to ensure sustainability between partnerships and for each other's projects since the inception of the DVRT project. SPD's DVRT has strived to ensure that sustainability has and will continue to happen and that this remains a common goal between all partners in this MOU in order to continue to provide the level of comprehensive services found in our community. SPD's DVRT has on-going dialogues with the partners in this MOU about the needs of the community, the services available for victims, and the best practices to provide these services. These conversations also center around what each partner agency can and will continue to bring to the community to meet those needs, to collaborate and complement each other's projects, to have an understanding of what the goals and outcomes from each project are and how to reach these outcomes and ensure the level of direct advocacy services in this community are met and the needs of the victims are sustained. SPD's DVRT will continue to work with the partners in this MOU to identify if new activities are needed to achieve our goals, that we continue to have the buy-in among partnerships which includes the head(s) of each agency, to develop new training activities for project staff and volunteers, and to continue to have a clear understanding of each agency's role in minimizing trauma to victims. SPD's DVRT will continue to participate in cross-trainings, doing cross-consultation work as needed to continue to achieve a high level of stream-lined and complementary service to victims. DVRT will continue to maintain the partnerships built

with each partner agency in this MOU in the manner described above to maintain sustainability for the project.

- ii.* **Development and execution of the work plan.** SPD's DVRT has worked with the partner agencies in this MOU since the inception of the program on the development of the project and the plan on the collaboration necessary between SPD's DVRT and each partnering agency. SPD's DVRT has and will continue to consult with and seek guidance from the partners in this MOU on streamlined services for victims and best practices for collaboration needed to ensure continuity and keeping the best interests of victims in mind. SPD's DVRT will take responsibility in executing this project and in the continuation of making this project successful.
- iii.* **Delivering and receiving trainings.** SPD's DVRT participates in delivering training to the volunteers and staff, as requested, of the partner agencies in this MOU. SPD's DVRT provides valuable information on law enforcement response, roles and responsibilities of the program, and establishes a connection with staff and volunteers for a point of contact within law enforcement. SPD's DVRT staff and volunteers also receive cross-training from the partners involved in this MOU on prosecution response, non-system-based response, the roles and responsibilities of each partner agency, and a point of contact within prosecution and within the local non-profit.
- iv.* **Meeting CVSSD reporting requirements.** The DVRT Coordinator, grant funded position, will be responsible for collecting, collating, and submitting data for the SPD's DVRT as per the project target outputs and outcome, and will ensure that we are on track for meeting the goals of our target outputs and outcomes. SPD's DVRT will consult with the partner agencies in this MOU as needed to confirm data and/or request data needed to complete all CVSSD requirements.
- v.* **CVSSD site visits.** SPD's DVRT will be responsible for ensuring its compliance with CVSSD and preparing the necessary documents for CVSSD site visits. SPD's DVRT will consult with the partner agencies in this MOU as needed to fulfill CVSSD site visit requirements.

**C. Roles and Responsibilities.****Agency A agrees to:**

<b>Responsibility/Activity</b>	<b>Responsibility/Activity</b>
The Salem Police Department's Domestic Violence Response Team (DVRT) agrees to provide immediate and direct on-scene crisis intervention, resources and referrals, and safety planning to victims of domestic violence, dating violence, sexual assault, and stalking at the time of police contact and/or offender arrest in the jurisdiction of the City of Salem.	DVRT staff and volunteers
The SPD's DVRT will refer victims to the Marion County Victim Assistance Division (MCVAD) Victim Assistance Program Coordinators-Family Violence, the Polk County Victim Assistance Division (PCVAD) Victim Advocates, or to the Center For Hope & Safety in an effort to guide victims toward vital long-term assistance and services.	DVRT staff and volunteers
The SPD's DVRT will provide the MCVAD Victim Assistance Program Coordinators-Family Violence or the PCVAD Victim Coordinator vital information regarding on-scene contact, via contact sheets, such as; safe contact information for the victim, additional contact information, lethality history or screening, and with the victim's informed, written, and signed consent, information on resources and other additional support provided.	DVRT staff and volunteers
The SPD's DVRT will ensure streamlined services by closely working with and supporting the MCVAD, PCVAD, and Center For Hope & Safety staff and volunteers.	DVRT staff
The SPD's DVRT will help to consult on cases of mutual interest with the MCVAD Victim Assistance Program Coordinators-Family Violence, PCVAD Victim Advocates, and Center For Hope and Safety staff and volunteers.	DVRT Staff
The SPD's DVRT will participate in cross-training of MCVAD, PCVAD, and Center For Hope & Safety staff and volunteers.	DVRT staff
The SPD's DVRT Coordinator and the MCVAD Victim Assistance Program Coordinators-Family Violence will continue with active participation on the Marion County Threat Advisory Team, which provides an opportunity for tight collaboration on higher-risk DV cases. The SPD's DVRT Coordinator will collaborate with the PCVAD Victim Advocates to staff cases with the Polk County Threat Advisory Team.	DVRT Coordinator
The SPD's DVRT will participate on multi-disciplinary teams with the MCVAD Victim Assistance Program	DVRT staff

<p>Coordinators-Family Violence and Center For Hope and Safety Staff, to include the Marion County Domestic Violence Council, the Marion County Domestic Violence Fatality Review Team, and SPD's DVRT unit meetings, in order to strengthen collaboration that will improve system responses and ultimately benefit victims.</p>	
<p>The SPD's DVRT will continue consultation with the MCVAD Victim Assistance Program Coordinators-Family Violence, PCVAD Victim Advocates, and Center For Hope &amp; Safety staff to improve services, identify and resolve issues or concerns, and to further our common objectives of easing the effects of the crime on the victim and enhancing their safety.</p>	DVRT staff
<p>In regard to cases of dual domestic violence and sexual assault, the SPD's DVRT will work closely with the MCVAD on-call Sexual Assault Advocates to provide collaborative and coordinated services to these victims. SPD's DVRT advocates will also include the response by Center For Hope &amp; Safety advocates at the request of the victim.</p>	DVRT staff and Volunteers
<p>The SPD's DVRT will participate with the MCVAD Sexual Assault Victim Coordinator and the Center For Hope and Safety staff on the Marion County Sexual Assault Response Team to identify system concerns and issues surrounding investigation and response to victims of sexual assault. The SPD's DVRT will collaborate with the PCVAD Victim Advocates on their Polk County SART.</p>	DVRT staff

**Agency B agrees to:**

Responsibility/Activity	Responsibility/Activity
<p>The Marion County District Attorney's Victim Assistance Division (MCVAD) Family Violence Program agrees to provide longer-term crisis intervention, resources and referrals, safety planning, and case management support to victims of domestic violence, dating violence, sexual assault, and stalking through the criminal justice system.</p>	<p>Victim Assistance Program Coordinators-Family Violence and volunteers</p>
<p>The MCVAD will coordinate with SPD's DVRT to provide continuation of services within the criminal justice system and will consult on cases of mutual involvement.</p>	<p>Victim Assistance Program Coordinators-Family Violence and volunteers</p>
<p>The MCVAD will participate in SPD's DVRT volunteer and staff training to enhance their understanding of the criminal justice system as well as improve coordination of services on behalf of victims.</p>	<p>Victim Assistance Program Coordinators-Family Violence</p>

<p>The MCVAD will participate on multi-disciplinary teams with SPD's DVRT to include the Marion County Domestic Violence Council, the Marion County Threat Advisory Team, the Marion County Fatality Review Team, the Marion County Sexual Assault Response Team, and SPD's DVRT unit meetings in order to strengthen collaboration that will improve system responses and ultimately benefit victims.</p>	<p>Victim Assistance Program Coordinators-Family Violence</p>
<p>The MCVAD will collaborate and consult with SPD's DVRT to problem-solve around system issues, response issues, and resource issues in an effort to create a network of safety for victims who access either system.</p>	<p>Victim Assistance Program Coordinators-Family Violence</p>
<p>In regard to cases of dual domestic violence and sexual assault, the MCVAD on-call Sexual Assault Advocates will work closely with the SPD's DVRT advocates to provide collaborative and coordinated services to these victims. The MCVAD Sexual Assault Coordinator will also provide sexual assault specific training to DVRT staff and volunteers as needed.</p>	<p>Sexual Assault Victim Coordinator</p>

**Agency C agrees to:**

Responsibility/Activity	Responsibility/Activity
<p>The Polk County District Attorney's Victim Assistance Division (PCVAD) Victim Advocates agree to provide longer-term crisis intervention, resources and referrals, safety planning, and case management support to victims of domestic violence, dating violence, sexual assault, and stalking through the criminal justice system.</p>	<p>Polk County Victim Advocates</p>
<p>The PCVAD will coordinate with SPD's DVRT to provide continuation of services within the criminal justice system and will consult on cases of mutual involvement.</p>	<p>Polk County Victim Advocates</p>
<p>The PCVAD will participate on multi-disciplinary teams with SPD's DVRT to include the Polk County Threat Advisory Team and the Polk County Sexual Assault Response Team, in order to strengthen collaboration that will improve system responses and ultimately benefit victims.</p>	<p>Polk County Victim Advocates</p>
<p>The PCVAD will collaborate and consult with SPD's DVRT to problem-solve around system issues, response issues, and resource issues in an effort to create a network of safety for victims who access either system.</p>	<p>Polk County Victim Advocates</p>

**Agency D agrees to:**

Responsibility/Activity	Responsibility/Activity
<p>The Center For Hope &amp; Safety agrees to promote self-sufficiency, safety, and long-term independence from</p>	<p>Center For Hope &amp; Safety staff and volunteers</p>

family violence, dating violence, sexual assault, and stalking for adult victims and their children. The Center For Hope & Safety provides emergency shelter, counseling and support services, advocacy referrals, and 24-hour hotline to victims and their children. The Center For Hope & Safety will collaborate with the SPD's DVRT to assist victims, with their informed and signed consent, on mutual cases to determine the most efficient way to serve victims and to create a bridge for victims from short to long-term resources.	Center For Hope & Safety staff and volunteers
The Center For Hope & Safety and the SPD's DVRT will problem solve and work together as a team to provide safety planning, shelter options, and resources at the time of on-scene contact if needed.	Center For Hope & Safety staff and volunteers
The Center For Hope & Safety will assist and participate in the SPD's DVRT training of new volunteers and staff.	Center For Hope & Safety staff
The Center For Hope & Safety will continue consultation with the SPD's DVRT to improve services, identify and resolve issues or concerns, and to further our common objectives of easing the effects of the crime on the victim and enhancing their safety.	Center For Hope & Safety staff
The Center For Hope & Safety will participate on multi-disciplinary teams with the SPD's DVRT and the MCVAD Family Violence Program Coordinator to include the Marion County Domestic Violence Council, the Marion County Fatality Review Team, and the SPD's DVRT unit meetings in order to strengthen collaboration that will improve system responses and ultimately benefit victims.	Center For Hope & Safety staff

- D. Contributions.** The Salem Police Department will provide the office space, equipment, supplies, and training needed for the DVRT program. SPD's DVRT will provide immediate and direct on-scene services to victims of domestic violence, sexual assault, and stalking and will connect these victims to the partner agencies of the MOU for continuation of services to develop and address long-term support and needs of the victims. SPD's DVRT will provide training as requested to the staff and volunteers of the partner agencies of the MOU at their core volunteer training(s) and will continue to provide expertise and a link within law enforcement for victims, advocates, and staff and will assist the partner agencies of the MOU's staff, volunteers, and victims in addressing law enforcement concerns or issues.

MCVAD will provide the next step of advocacy for the victims receiving services from SPD's DVRT that involve an arrest and referral to the CJ System. MCVAD will provide direct long-term advocacy and support as laid out in this MOU. MCVAD will provide training as requested to SPD's DVRT staff and volunteers at our core volunteer training(s) and will continue to provide expertise and a link within prosecution for victims and DVRT

advocates and will assist DVRT staff, volunteers, and victims in addressing CJ System concerns or issues.

PCVAD will provide the next step of advocacy for the victims receiving services from SPD's DVRT that involve an arrest and referral to the CJ System. PCVAD will provide direct long-term advocacy and support as laid out in this MOU. PCVAD will provide training as requested to SPD's DVRT staff and volunteers at our core volunteer training(s) and will continue to provide expertise and a link within prosecution for victims and DVRT advocates and will assist DVRT staff, volunteers, and victims in addressing CJ System concerns or issues.

CHS will provide the next step of advocacy services for victims receiving services from SPD's DVRT referred to CHS for long-term resources, shelter, support, safety planning, etc. CHS will benefit SPD's DVRT by providing additional advocacy and support that builds upon the services victims received by SPD's DVRT advocates. CHS will provide trainings as requested to SPD's DVRT staff and volunteers at our core volunteer training(s) and will continue to provide expertise on their program and services and will provide a link within a non-governmental based program for victims and DVRT advocates and staff.

**E. Confidentiality.**

In order to ensure the safety of clients, all parties to the Memorandum of Understanding agree to adhere to the confidentiality expectations as outlined in the Grant Agreement.

**F. Timeframe.**

This MOU will commence on January 1, 2023 and will dissolve at the end of the grant funding period on December 31, 2025.

**Statement of responsibility:** The designated lead agency, SPD's DVRT, accepts full responsibility for the performance of the collaborative organizations/agencies and the outcome of the collaboration on this Domestic Violence Response Team project.

This Memorandum of Understanding is the complete agreement between the Salem Police Department's Domestic Violence Response Team; the Marion County District Attorney's Victim Assistance Division Family Violence Program; the Polk County District Attorney's Victim Assistance Division; and the Center For Hope & Safety and may be amended only by written agreement signed by each of the parties involved.

**AGENCY A**

Authorized Official:  Kristin Retherford, Interim City Manager  
Signature Printed Name and Title

Address: City of Salem; 555 Liberty Street SE, Room 220, Salem, OR 97301

Telephone(s): 503-588-6255

E-Mail Address: kretherford@cityofsalem.net

AGENCY B

Authorized Official: DocuSigned by:  
Jan Fritz  
DC16351248DE4EC... Jan Fritz, Chief Administrative Officer  
Signature Printed Name and Title

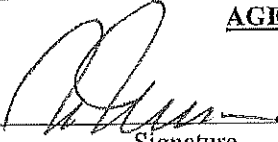
Address: Marion County; PO Box 14500, Salem, OR 97309

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E-Mail Address: jfritz&co.marion.or.us

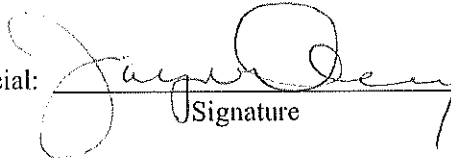
Reviewed by Signature: DocuSigned by:  
Jane E Vetto  
D0CFC5B04B9F483... 8/31/2022  
Marion County Legal Counsel Date

Reviewed by Signature: DocuSigned by:  
[Signature]  
E4592AFBCAA542C... 8/30/2022  
Marion County Contracts & Procurement Date

<u>AGENCY C</u>	
Authorized Official: 	<u>Aaron Felton, District Attorney</u> Printed Name and Title
Address: <u>850 Main Street, Dallas OR 97338</u>	
Telephone(s): <u>503-623-9268</u>	
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AGENCY D

Authorized Official:

  
Signature

Jayne Downing, Executive Director  
Printed Name and Title

Address: Center For Hope & Safety, 605 Center St NE, Salem, OR 97301

Telephone(s): 503-378-1572

E-Mail Address: jayne@hopeandsafety.org