

## **MEMORANDUM OF UNDERSTANDING (MOU)**

This Memorandum of understanding (MOU) is being executed by the below listed entities:

Collin County Sheriff's Office                      (CCSO)  
City of Frisco Police Department               (FPD)

Nothing in this MOU should be construed as limiting or impeding the basic spirit of cooperation, which exists between the participating entities listed above.

### **I. Purpose**

This MOU establishes and delineates the mission of the Victim Assistance Outreach Program, as a joint cooperative effort. Additionally, this MOU formalizes an agreement by and between the Collin County Sheriff's Office and the City of Frisco Police Department to foster an efficient and cohesive program that will provide a resource liaison for Deputy Sheriffs/Police Officers and victims of crime in our communities. This City of Frisco agrees to be the applicant/fiscal agent of the FY 2013 Victims of Crime Act (VOCA) Grant Program.

### **II. Mission**

Within the criminal justice system, there is quite possibly no role of greater importance to a victim or other witness of violent crime than that of law enforcement. Within law enforcement, there is quite possibly no role of greater importance to a victim or other witness of violent crime than that of the Victim Advocate. The mission of the Victim Assistance Outreach Program is to provide Victims and Witnesses of crime a continuum of timely support and service to heal from the trauma they suffer. The Victim Assistance Outreach Program is committed to fair, compassionate, and dignified treatment of all crime victims and witnesses and to the development, implementation and perpetuation of victim/witness assistance programs and services that preserve privacy, ensure rights, enhance physical and psychological well being, reduce trauma, facilitate healing and encourage participation in the criminal justice process.

#### **Goals of the Victim Assistance Program**

- The goal is to significantly improve response time to victims and connect them to services.
- Reduce the level of trauma and minimize the long-term effects suffered by victims of violent crimes.
- Increase offender accountability by encouraging participation in the criminal justice process by the victim.

### **III. Organizational Structure**

#### **A. Composition**

One full-time grant funded Victim Advocate position. This person will be employed by The City of Frisco, work 20 hours weekly on cases for the Collin County Sheriff's Office and its rural partners and 20 hours weekly for the City of Frisco Police Department. However, both parties agree the 20-hour split will be flexible to respond to either agency's needs.

**B. Supervision**

The day-to-day operation and administrative control of the Victim Assistance Outreach Program will be the responsibility of the City of Frisco Police Department. Responsibility for the conduct of the Victim Advocate, both personally and professionally, shall remain with the City of Frisco Police Department. The Frisco Police Department shall retain supervisory personnel to oversee the program. The Collin County Sheriff's Office and the City of Frisco Police Department will discuss and agree on any special circumstances.

**C. Overtime**

All over-time expenses will be the responsibility of the requesting agency.

**D. Vehicle**

The city of Frisco Police Department will provide a vehicle and required maintenance, the Collin County Sheriff's Office agrees to assist with the fuel expenses as needed.

**E. Equipment and Software**

Any equipment and software purchases made with grant funds will remain the property of the City of Frisco Police Department at the end of the grant funding period. Any other equipment or software purchases made for this position by each participating agency will remain the property of the purchasing agency at the end of the grant funding period.

**IV. Procedures**

**A. Concept**

The Crime Victim Advocate will be an additional resource and respond to the needs of victims of violent crimes above and beyond what the responding officers and criminal investigators are currently able to provide. A higher level of support available during the critical hours and days immediately after the violent act(s) in which victims are experiencing confusion and remorse and are apt to make uninformed or misguided choices like recanting of events or dropping of charges.

It is in Law Enforcement's own best interests, to play a significant role in victim assistance, a role that no other component of the criminal justice system can effectively duplicate e.g., victim assistance activities of prosecutors' offices usually affect only witnesses of cases that have been accepted for prosecution. Establishing a victim services program within a law enforcement agency makes sense for several reasons, advocates say. If victims receive support from victim services counselors, they may be more likely to report a crime or cooperate in an investigation. That support is an added tool for law enforcement agencies to increase their conviction rates and ultimately reduce the recidivism rate. Victim services work complements community policing, which emphasizes relationship with members of a neighborhood. Having a victim services counselor on the scene can free up officer time; the counselor can talk with a victim while the officer goes back into service. Also, the counselor can act as a liaison for a child if a parent is being arrested and officers need to move to the next call. A law enforcement agency is also a natural entry point for victims to see advocates/counselors after they have been victimized.

**B. Selection**

Victim Advocate selection will be the responsibility of the City of Frisco Police Department. The selection process will follow the normal steps established by the City of Frisco Police Department.

**C. Duties and Responsibilities**

A. Full-time Victim Advocate dedicated to serving victims of violent crimes and their families, whose roles and responsibilities include but are not limited to:

1. Assignment of cases by:
  - a. Referral by on-scene officer
  - b. Referral by assigned Detective
  - c. Assigned by Victim Assistance Manager
2. Make contact with assigned victims/survivors either by phone or by mail within 10 business days of assignment.
  - a. Offer victim assistance service at time of contact
  - b. Schedule intake appointment by those requesting services or make referrals as deemed necessary at time of contact
3. Provide short-term counseling to victims/survivors as needed until referral to partnering agencies who provide long-term counseling
4. Provide notification and assistance in filing for Crime Victims' Compensation
5. Provide personal advocacy for victims/survivors and their families
6. Provide crisis intervention services when available and as warranted by the situation and requested by the Victim Assistance Manager

**B. Grant Administration**

The City of Frisco Police Department and the City of Frisco Finance Department agree to complete all Programmatic and Financial reports as required by the grant.

**V. Cost Considerations**

The Collin County Sheriff's Office and the City of Frisco Police Department will share the expenses that are related to the Victim Assistance Outreach Program. The City of Frisco Police Department's portion of the grants' "cash-match" will be to provide and cover expenses related to the hiring and supervising of said Victim Advocate, and costs associated with grant management. The Collin County Sheriff's Office agrees to cover remaining expenses as required by the grants' "cash-match".

**VI. Future Considerations**

Future growth and expansion of the Victim Assistance outreach program may include providing Victim Assistance Services to rural communities also served by the Collin County Sheriff's Office through their mutual aid agreements.

Agreed to in cooperation with the Collin County Sheriff's Office and the City of Frisco Police Department.

  
\_\_\_\_\_  
Terry G. Box, Sheriff                      12-30-11                      Date  
Collin County Sheriff's Office

  
\_\_\_\_\_  
Keith Self                                      1/25/12                                      Date  
Collin County Judge

  
\_\_\_\_\_  
Todd V. Renshaw, Chief                      2-15-12                                      Date  
City of Frisco, Police Department

  
\_\_\_\_\_  
George Purefoy                              2/16/2012                                      Date  
City Manager

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