

## 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 the Deputy Sheriffs/Police Officers and victims of crime in our communities. The City of Frisco agrees to be the applicant/fiscal agent of the Victims of Crime Act (VOCA) 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 a 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/witnesses 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.

#### Goal of the Victims Assistance Outreach 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 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.

#### **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.

### **IV. Procedures**

#### **A. Concept**

The Crime Victim Advocate will be an additional resource and respond to the needs of victims of and violent crimes and 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 uniformed 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 victim 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 violence crimes and their families, whose roles and responsibilities include but are not limited to:

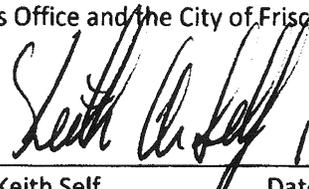
1. Assignment of cases by:
  - a. Referral by on-scene officer
  - b. Referral by assigned detective
  - c. Assigned by Victim Assistance Administrator
2. Make contact with assigned victims/survivors either by phone or by mail within 10 business days of assignment.
3. Provide short-term counseling to 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 victim/survivors and their families
6. Provide crisis intervention services when available and as warranted by the situation and requested by the Victim Assistance Administrator.

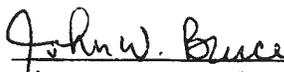
**V. Cost Considerations**

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

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

  
Terry G. Box, Sheriff                      Date  
Collin County's Sheriff's Office                      10/10/13

  
Keith Self                      Date  
Collin County Judge                      10/29/13

  
John W. Bruce, Chief                      Date  
City of Frisco, Police                      11/5/13

  
George Purefoy                      Date  
City Manager                      11-6-13