

# MEMORANDUM OF UNDERSTANDING

## FY20XX STOP Violence Against Women Grant

This Memorandum of Understanding is entered into between

\_\_\_\_\_ and

(Enter Name of Party)

\_\_\_\_\_. The purpose of this understanding is to set forth the

(Enter Name of Party)

agreements of operations for services to victims of domestic violence and sexual assault in

\_\_\_\_\_.

(Enter city, county, or District)

This MOU shall commence on \_\_\_\_\_, and will remain in effect until modified or terminated by the parties. Pursuant to this agreement each party shall perform in like manner according to the requirements listed below.

\_\_\_\_\_ shall:

(Enter Name of Party)

1. Have a victim advocate available 24 hours per day, 365 days per year as needed to assist victims with emotional, physical, and psychological recovery needs.
2. For rape victims, be available to assist with the completion of a rape kit for use as evidence in prosecutorial circumstances. The advocate will explain to the victims the steps necessary to complete the exam to prepare them for the process.
3. Make transportation available from hospitals, police offices, investigators offices, etc. to the shelter of \_\_\_\_\_ if needed or desired by the victim.
4. Share information freely with the prosecutorial team only with written permission through the "release of information" form properly signed by the victim with informed consent, for the purpose of gathering evidence.
5. Act as liaison between the prosecution team and victim to assist with keeping victims informed of the progress of each individual case.

\_\_\_\_\_ shall:

(Enter Name of Party)

1. Make available an investigator, as needed, or requested by law enforcement, or \_\_\_\_\_ to assist with the investigative needs of each case.

2. Request an advocate for each case from \_\_\_\_\_ providing the victim is in agreement. This is to ensure or enhance the long-term emotional stability of the victim.
3. Appoint liaison that is properly informed, to assist keeping victims informed of the progress of their individual cases, and notify of delays or impediments to the progress of individual cases. Generally this can be accomplished through the \_\_\_\_\_ team.
4. Share information freely with \_\_\_\_\_ for purposes of providing the most comprehensive services to victims, encompassing conflicting information, evidence, resources, etc.
5. Coordinate with law enforcement, transportation for victims to hospitals, investigative offices, etc. for completion of prosecutorial needs.
6. Never disclose the location of \_\_\_\_\_ shelter.

By signing the MOU, the parties agree to uphold the terms of MOU. Any party may amend their roles and responsibilities of the MOU by the written request and mutual approval. Any party may terminate their participation in the MOU with two weeks written notice. MOU will be reviewed annually.

\_\_\_\_\_  
Name of Executive Director  
Executive Director

\_\_\_\_\_  
Name of District Attorney  
District Attorney

\_\_\_\_\_  
Date