

MEMORANDUM OF UNDERSTANDING

One Safe Place 2016-2017 VOCA

This Memorandum of Understanding is entered into between District Attorney's Office, 23rd Judicial District and Shawnee Police Department. The purpose of this understanding is to set forth the agreements of operations for services to victims of domestic violence and sexual assault in Shawnee, Pottawatomie County, Oklahoma, District 23.

This MOU covers the period of January 1, 2016 to December 31, 2017. Pursuant to this agreement each party shall perform in like manner according to the requirements listed below.

Shawnee Police Department shall:

1. Have a police 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 police 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, or to a shelter or safe place if needed or desired by the victim. Transportation by Police advocate will be within Shawnee jurisdiction, outside jurisdictional transportations will be arranged with approval as needed.
4. After initial reporting, share information freely with the One Safe place victim response unit for the purpose of gathering evidence, and maintaining victim safety.
5. Act as liaison between the One Safe place victim response unit and victim to assist with keeping victims informed of the progress of each individual case.
6. Be responsive to all victim advocacy follow-up requests.

One Safe Place shall:

1. Make available service provider facilities, as needed, or requested by the police advocate, to assist with the responsive needs of each case. IE maintain a safe location to provide victim services.
2. Request assistance of a police advocate for each case from Shawnee Police Department providing the victim is in agreement. This is to ensure or enhance the long-term emotional stability of the victim.
3. Appoint a liaison that is properly informed, to assist police advocate in keeping victims informed of the progress of their individual cases, and notified of delays or impediments to the progress of individual cases. Generally this can be accomplished through the One Safe place victim response unit or the District 23 VWC program.

4. Share information freely with Shawnee Police Department 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 victim needs.

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.



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District Attorney

February 29, 2016

Date