

SAMPLE
Memorandum of Understanding (MOU)

Blueprint for Safety – Participating Agencies

Community:

I. Background

- A. The *St. Paul Blueprint for Safety* was developed in Saint Paul, MN, in 2010 by the City of Saint Paul, Praxis International and the Saint Paul Domestic Abuse Intervention Project (a local advocacy program), and is the first comprehensive inter-agency guide for criminal justice practitioners who process cases of domestic violence.
- B. The *Blueprint for Safety* identified in this MOU is an adjunct generic document, developed by Praxis International and the City of Saint Paul in 2010, as a template for use by any community to follow to create a cohesive set of criminal justice system policies, protocols and procedures to improve victim safety and offender accountability in domestic violence cases.
- C. In a Blueprint community, practitioners collaborate to develop written policies and protocols outlining each practitioner's role, responsibilities, specific actions, and documentation duties. They are linked through an articulated commitment: first, to a positive case outcome for victims, and second, to each other in an inter-agency partnership in case processing.

II. Roles and responsibilities agreed to by participating agencies

- A. The following agencies are partners to this MOU: (Adapt this portion of the document to reflect local structure)
 - 1. (Agency) is the local emergency communications center. It receives calls and dispatches for [police, fire, emergency medical, and sheriff's office]. The agency takes approximately (number) domestic violence-related calls per year.
 - 2. (Law enforcement agency) has (number) sworn officers. Last year the department responded to (number) domestic-assault-related calls. Domestic assault follow-up investigations are assigned to (number) investigators, who investigated (number) cases last year. [OR: (Agency) has no dedicated investigators. Any follow-up investigation is handled by patrol officers.]
 - 3. Repeat #2 if more than one law enforcement agency.
 - 4. (Agency) prosecutes [misdemeanor/felony/all] domestic assault-related cases. It has (number) attorneys and (number) non-attorney staff members assigned to these duties, including (number) victim-witness specialists. Last year the office prosecuted approximately (number) [misdemeanor/felony] domestic-assault-related cases.

5. Repeat #4 if more than one prosecutor's office.
 6. (Agency) is responsible for conducting bail evaluations, making recommendations to the court regarding bail and conditions of release, and pretrial supervision of defendants who are out-of-custody pending trial. (Number) staff members are assigned to these duties. Last year the agency conducted (number) bail evaluations and supervised (number) defendants on pretrial supervised release.
 7. (Agency) is responsible for jail operations. The agency has (number) sworn personnel and (number) non-sworn personnel assigned to the jail. Last year (number) offenders were booked into the jail.
 8. (Agency) is responsible for processing warrants. The agency has (number) sworn personnel and (number) non-sworn personnel assigned to those duties. Last year, (number) warrants were processed and (number) offenders apprehended on warrants.
 9. (Agency) is responsible for courtroom security. The agency has (number) sworn personnel and (number) non-sworn personnel assigned to those duties. There are (number) courtrooms where domestic violence cases are heard.
 10. (Agency) conducts presentence investigations (PSI) or presentence reports (PSR) and supervises defendants on probation or parole post-conviction. (Number) officers are assigned to these duties. Last year they conducted (number) domestic assault-related PSIs and supervised (number) defendants on probation or parole.
- B. Agencies signing this MOU agree to work with other participating agencies to:
1. Examine, redraft, and enhance policies, protocols, and documentary practices governing each practitioner who has a significant role in processing domestic violence cases.
 2. Participate in an assessment of current agency practice compared to the Blueprint template, to include interviews and observation of agency staff, and reading of case files and other documents. Agencies agree to make staff available for interviews and observations, and to have case files and other documents examined by team members under a negotiated confidentiality agreement.
 3. Produce policies, procedures, and implementation processes that conform to the Blueprint Essential Elements and are consistent with the six Blueprint Principles:
 - Adherence to an interagency approach
 - Attention to context and severity of the violence
 - Recognition of domestic violence as a patterned crime requiring continuing engagement
 - Providing swift and sure consequences
 - Sending messages of help and accountability
 - Reducing unintended consequences and disparity of impact
 4. Ensure that the community-based advocacy program is included in interagency planning and implementation meetings and in policy and protocol development.

5. Build practices into policies and procedures to reduce unintended harmful consequences of reform efforts for certain groups of people, such as undocumented immigrants, victims of ongoing abuse who use violence against their abusers, people with disabilities, or homeless men and/or women.

III. Implementation

Signing agencies agree to:

- A. Actively participate in planning and coordination meetings.
- B. Assign a lead person to:
 1. work with the Blueprint team coordinator and participate in the development, assessment, implementation and monitoring phases
 2. assist with writing policies and procedures, and
 3. oversee internal agency implementation of the agreed-upon changes to local policy, protocol and practice.
- C. Evaluate and monitor the Blueprint implementation process and seek a high rate of compliance with the policies, protocols, and procedures specific to their section of the Blueprint.
 1. Adopt a monitoring protocol that will ensure a high rate of practitioner compliance to the community's Blueprint policies and protocols.
- D. Commit to an ongoing process of working with other Blueprint agencies in the community to continually monitor effectiveness of the Blueprint and make modifications as needed.

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Signatures of Agency Directors or Designees

(Adjust as appropriate for the community)

Emergency Communications Center	
Authorized representative (print name)	Title
Signature	Date

Law Enforcement	
Authorized representative (print name)	Title
Signature	Date

Sheriff's Office	
Authorized representative (print name)	Title
Signature	Date

Prosecutor's Office	
Authorized representative (print name)	Title
Signature	Date

Victim Witness	
Authorized representative (print name)	Title
Signature	Date

Pretrial Services	
Authorized representative (print name)	Title
Signature	Date

Probation	
Authorized representative (print name)	Title
Signature	Date

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