

**SAMPLE**  
**WORKING AGREEMENT BETWEEN DOMESTIC VIOLENCE ADVOCACY PROGRAM  
AND LAW ENFORCEMENT AGENCY**

**I. Law Enforcement Agency agrees to:**

- A. The (designate law enforcement personnel<sup>1</sup>) will contact the advocacy program within (designated time<sup>2</sup>) of all arrests for domestic violence-related crimes, including incidents where officers determine there is probable cause to arrest but the alleged perpetrator cannot be immediately located. (specify responsible party, i.e. dispatch, arresting officer, jailer, other);
- B. Share arrest and non-arrest reports on all domestic violence-related calls. Domestic violence-related calls would be those wherein the parties involved have a relationship as defined in (Statute reference). These calls include, but are not limited to, assault, disorderly conduct and civil protection order violations. (Specify procedure, ex: reports will be faxed within 24 hours of the incident except those calls occurring during the weekend. Reports generated by calls received during the weekend will be faxed Monday morning).
- C. Hold suspects in custody until first appearance or as allowed by statute (i.e. 36/48/72 hours).
- D. Keep statistics on all domestic calls, both arrests and non-arrests. Maintain computerized data when possible.
- E. Review, revise, and update law enforcement policy with Advocacy Program annually.
- F. Provide and/or participate in annual training on domestic assault, as needed.
- G. Identify a liaison to the Advocacy Program for purposes of implementing this Working Agreement (designate responsible party).
- H. Participate in meetings with Advocacy Program and other criminal justice agency representatives as part of the coordinated community response.

**II. Advocacy Program agrees to:**

- A. Maintain a 24-hour telephone service that will provide information to callers regarding services and options available to victims of domestic assault.
- B. Make immediate contact with the victim (within one hour of notification by law enforcement in order to: a) provide information concerning the court process and available services; b) elicit victim's input into the court process; c) ascertain the victim's wishes regarding conditions of release; and d) offer accompaniment throughout the court process.

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<sup>1</sup> Possible options: dispatch center after being informed by the officer that an arrest was made; the arresting officer out of earshot of the abuser; the jailor, as a part of booking procedures.

<sup>2</sup> The sooner that the advocacy program can make contact the better. In most places this can occur within an hour. Part of the negotiations is to determine who can make this call within the shortest amount of time.

- C. Provide support and assistance for victims throughout the civil or criminal court process by accompanying them to court, advocating on their behalf when appropriate, and providing transportation and child care when possible.
- D. Provide weekly support/educational groups for battered women.
- E. Facilitate the exchange of information relevant to the case as desired by the victim.
- F. Work with law enforcement and affected criminal justice agencies to ensure appropriate court outcomes by advocating on individual cases and by coordinating domestic assault intervention policy and procedure development with criminal justice and other community agencies.
- G. In cases where arrests are not made, staff will attempt to contact persons identified as victims on the non-arrest report and provide them with information and support.
- H. Provide training to local law enforcement and other criminal justice agencies on the issue of domestic assault.
- I. Track the criminal justice response from the initial call through final disposition.
- J. Meet with individual agency liaisons to discuss deviations from policy or changes in protocol.
- K. Provide quarterly reports to intervention agencies regarding the disposition of cases in which they were involved.
- L. Meet with representatives of all involved agencies to discuss the effectiveness of the policies and practices of the coordinated community response.
- M. Identify a liaison to the Law Enforcement Agency for purposes of implementing this Working Agreement (specify responsible party).

### **III. Law Enforcement/Advocacy Program Domestic Abuse Complaint Procedure**

Whenever the Advocacy Program or the Law Enforcement Agency identifies or receives a complaint regarding the response of one or more of the employees of the other's agency, the Advocacy Program Liaison and the Law Enforcement Agency Liaison agree to contact each other for the purpose of investigating and rectifying the complaint .

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This agreement is entered into for the purpose of standardizing the collaborative domestic assault response between the Law Enforcement Agency and the Advocacy Program. It will be reviewed annually to assess its effectiveness and to make revisions where needed.

This agreement is entered into on \_\_\_\_\_(date)

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Law Enforcement Agency

\_\_\_\_\_  
Advocacy Program