



Following, please find a sample Memorandum of Understanding between LAP participants.

This is simply a sample – we do not require that sites draft a MOU or that if they do, it takes this form. We also do not require that sites adhere to the sample guidelines set forth in this MOU. For example, your jurisdiction may find it more useful to meet before or after the county domestic violence task force meetings or to meet only quarterly. We recommended that sites train new officers and hotline advocates in a compressed timeframe, which may not be feasible at your agency. On the other hand, your jurisdiction may go beyond some of the “basics” laid out in this MOU. For example, perhaps your local DVSP has committed to train all advocates in the Danger Assessment or your law enforcement agency and DVSP may do “knock and talk” follow ups together for particularly serious situations.

We encourage you to view this sample MOU (along with the sample DVSP Policies and sample General Order) as jumping off points to guide your jurisdiction in implementing the LAP best practices in a way that makes sense for your community.

SAMPLE

# **Memorandum of Understanding**

Effective: September 1, 2014

WHEREAS, Salem Sheriff's Office, Port Charles Police Department, Llanville Police Department, Genoa City Police Department, My Sister's Place, and the Fakestate Network Against Domestic Violence have come together to implement the Lethality Assessment Program – Maryland Model; and

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided;

## **I. Description of Partner Agencies**

1. Salem Sheriff's Office (SSO), Port Charles Police Department (PCPD), Llanville Police Department (LPD) and Genoa City Police Department (GCPD) are law enforcement agencies in Salem County. Each agency responds to calls for service relating to domestic violence in the agency's service area.
2. My Sister's Place (MSP) is a resource center, shelter, and advocacy program in Genoa City that serves all of Salem County, as well as Springfield County, providing direct services to those affected by domestic violence. MSP has a 24-hour crisis hotline, shelter space, counseling and case management, support groups, and children's programming available at no cost to those who have experienced domestic violence as a victim or a witness to violence.
3. The Fakestate Network Against Domestic Violence (FNADV) is the federally recognized statewide domestic violence coalition. FNADV provides technical assistance and training to domestic violence programs in Fakestate.

## **II. Development of Partnership**

The law enforcement agencies and MSP applied to the Maryland Network Against Domestic Violence for cost-free training and technical assistance to help implement the Lethality Assessment Program – Maryland Model. After the application was approved, FNADV joined the partnership to provide administrative assistance.

## **III. Roles and Responsibilities**

### **A. Training**

1. Each law enforcement agency will fully train its patrol staff and those who investigate domestic violence cases, and will implement the LAP on the following timeline:
  - a. SSO to complete training by October 1, and to implement no later than October 15.
  - b. PCPD to complete training by October 1, and to implement no later than October 15.

- c. LPD to complete training by November 1, and to implement no later than November 15.
  - d. GCPD to complete training by December 15, and to implement no later than January 1.
2. No law enforcement agency may implement the LAP prior to confirming that MSP is ready to implement the LAP.
  3. MSP will fully train hotline staff and volunteers by September 15, and will implement the LAP no later than October 1.

## **B. Re-Training**

1. Each law enforcement agency will ensure the LAP is integrated into its Training Academy curriculum no later than January 1, 2015.
2. Each law enforcement agency will train its officers who haven't been previously trained in the LAP prior to the conclusion of the soonest possible Training Academy session.
3. Law enforcement will train all new patrol officers on the LAP protocol within four weeks of the new officers' start dates.
4. Law enforcement will re-train patrol officers over a series of roll calls or a 50-minute in-service session as needed. Specifically, law enforcement will re-train at least once every 24 months, and if it is determined by the LAP Partnership that performance needs to be improved.
5. MSP will train all new hotline staff on the LAP protocol within two weeks of the advocates' or volunteers' start dates.
6. MSP will re-train hotline staff at least once a year, and as needed. Specifically, MSP will re-train hotline staff and volunteers if it is determined by the LAP Partnership that performance needs to be improved.

## **C. Regular Meetings**

1. Each partner agency will determine an agency representative, who will attend monthly LAP Partnership meetings.
2. The LAP Partnership meetings will take place at a mutually agreed upon location, at 9:00 am on the first Friday of each month.
3. At the LAP Partnership meetings, the LAP Team Coordinator will lead the agency representatives in discussing recent data and statistics, agency participation and performance, and how to better serve High-Danger victims.
4. The LAP Team Coordinator will distribute all updates, information, and materials that MNADV issues.
5. The LAP Team Coordinator will send out agendas and minutes to the LAP Partnership partners.
6. If the current LAP Team Coordinator, Alice Horton from MSP, cannot serve as LAP Team Coordinator any longer, a new LAP Team Coordinator will be chosen at a LAP Partnership meeting.

## D. Data Collection

1. Each law enforcement agency will fax all Lethality Screens within 24 hours of their administration to the agency representative at MSP.
2. The "Data Collection Instructions" provided by MNADV are hereby incorporated.
3. Each agency and MSP will collect and submit the required data to the LAP Coordinator on a monthly basis.
4. The LAP Coordinator will submit the data to MNADV on a semi-annual basis.
5. The LAP Coordinator will compile and distribute a site report to the Partnership on an annual basis, including the previous year's LAP data.

## IV. Commitment to Partnership

Each law enforcement agency has signed a Letter of Commitment (Attachment C of the MNADV application for assistance), incorporated herein, thereby committing to faithfully follow all essential elements of the LAP – Maryland Model for at least 12 months.

MSP has signed a Letter of Commitment, incorporated herein, thereby committing to faithfully follow all essential elements of the LAP – Maryland Model for at least 12 months.

We, the undersigned, have read and agree with this MOU. Further, we have fully reviewed all materials provided by MNADV and have a full understanding of the LAP requirements, and agree to implement the LAP faithfully.

\_\_\_\_\_  
Chief Abe Carver, Salem Sheriff's Department

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Chief Hope Brady, Port Charles Police Department

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Chief John Black, Llanville Police Department

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Chief Victor Kiriakis, Genoa City Police Department

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Executive Director Kate Roberts  
My Sister's Place

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Executive Director Jeannie Donovan  
Fakestate Network Against Domestic Violence

*This project was supported by Grant No. 2011-TA-AX-K111 awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication are those of the authors and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.*

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