

MEMORANDUM OF UNDERSTANDING

April 12, 2005

among the partners in the

**Military/Civilian Coordinated Community Response Demonstration
Project**

**Fort Campbell, United States Army Post
The Sanctuary, Inc. of Hopkinsville, Kentucky
Legal Aid Society of Clarksville, TN**

And

**Collaborative Partners of
Mayor of Clarksville, TN
Mayor of Montgomery County, TN
Clarksville Police Department, TN
Montgomery County Sheriff's Office, TN
Montgomery County District Attorney General's Office
for the 19th Judicial District, TN
TN Public Defender Office
Montgomery County Circuit Court, TN
Montgomery County General Sessions Court, TN
Montgomery County Chancery Court, TN
Montgomery County Probation Services, TN
The Safehouse, Clarksville, TN
Rape and Sexual Abuse Center, Clarksville, TN
Centerstone Mental Health Center, TN
Montgomery County Humane Society, TN**

And

**Mayor of Hopkinsville, KY
Christian County Judge Executive's Office, KY
Christian County Commonwealth Attorney, KY
Christian County Attorney, KY
Christian County District Court, KY
Christian County Family Court, KY
Christian County Sheriff's Office, KY
Hopkinsville Police Department, KY
Pennyroyal Center, KY**

And

**Mayor of Oak Grove, KY
Oak Grove Police Department, KY**

With

**Battered Women's Justice Project – Criminal Justice Office, a program of
Minnesota Program Development, Inc. (BWJP) and
National Center on Domestic and Sexual Violence (NCDSV)
enter into this Memorandum of Understanding to carry out the activities
outlined below to implement the Project.**

I. GENERAL

A. Purpose. The goal of the Military/Civilian Coordinated Community Response Demonstration Project is to create a model for coordinating the response of civilian and military agencies to domestic violence cases involving military personnel that enhance victim safety and autonomy, take the necessary procedural and systemic steps to end the violence and address systemic shortcomings, and provide safety and support to children exposed to violence in these families.

B. Applicability. This CCR Demonstration Project is a collaborative effort of the Office on Violence Against Women (OVW) of the Department of Justice (DOJ) and the Office on Family Policy, Department of Defense (DOD). This project is funded by the OVW, DOJ Grants to Encourage Arrest Programs. OVW, DOJ and DOD have contracted with the BWJP and NCDSV to provide technical assistance for the project.

II. PROCESS

The Military/ Civilian CCR Demonstration Project will include the following activities over the anticipated 12-18 months of the Project:

A. Coordination. The Project Director (Connie Sponsler Garcia of BWJP) will support the Demonstration Project Coordinator (Deborah D. Tucker of NCDSV) who will work closely with the local military and civilian CCR Coordinators and Agency Representatives to conduct a comprehensive review of existing military and civilian procedures in handling domestic violence cases to identify existing coordination practices between the two systems.

B. Mapping Phase. Interviews and observations of both military and civilian practitioners will be coordinated by the CCR Project Director and the Demonstration Project Coordinator with their invited consultants with legal and law enforcement expertise. The CCR Project Director and Demonstration Project Coordinator will consult with the military and civilian CCR Coordinators locally to recruit

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representatives from the local partners to assist with the institutional mapping process. Areas to be examined include, but are not limited to:

1. Law Enforcement: Initial response to reported domestic violence cases, predominant aggressor determination, evidence documentation in military and civilian police reports, process for follow-up investigation, and for communication with other partners.
2. Process and linkages to ensure victim access to confidential advocacy services, military advocacy services, legal advocacy, medical services, shelter and follow-up support.
3. Assessment of risk and safety planning throughout the intervention by military and civilian agencies. When is this information shared? What is the process?
4. Processing and disposition of cases through the local criminal justice systems and the corresponding military processing and disposition of reported cases.
5. Full Faith and credit issues in civil court, policies/directives for service and enforcement of civilian protective orders on installation.
6. Civilian sector communication with command, victim, offender and other relevant and appropriate parties regarding case disposition.
7. Batterers intervention options for cases handled on-post, and for those who receive court-mandated services off-post. Policy and practice related to follow-up regarding offender's attendance and performance, progress towards treatment goals and ongoing communication with commands; communication with victims regarding safety issues.
8. Communication among FAP, commands and any other appropriate installation agencies including the Judge Advocate General (JAG), Criminal Investigation Division (CID), the New Parent Support Program (NPSP), Substance Abuse Counseling (SAC), the Medical Treatment Facility (MTF) and any other identified agencies as well as civilian agencies (shelters, legal advocates, battering intervention, alcohol and drug abuse treatment, therapy, etc.) regarding specific case disposition.
9. Working relationship among all military agencies involved in installation response.

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10. Working relationship among installation leadership, city and county agencies, and community services regarding the overall Coordinated Community Response to Domestic Violence.

C. Assessment Phase. A team of local military and civilian partners, the Assessment Team, will review the systems' maps, identify procedures for more effective coordination between the military and civilian system's responses, identify additional resources, technical assistance or trainings needed to support the implementation of the coordinated plan, and create an initial work plan. The Assessment Team will report the "findings and recommendations" of the assessment and mapping process.

D. Implementation Phase. The primary partners will determine the appropriate applicant to submit a proposal to OVW, DOJ requesting funds to support the identified implementation strategies.

E. Miscellaneous.

1. Throughout the project, the Demonstration Project Coordinator (Debby Tucker of NCDSV) and the CCR Project Director (Connie Sponsler Garcia of BWJP) will assist the local team as needed.

2. Note that Coordinated Community Response training will be provided by BWJP and NCDSV at on-site at no cost for key military and civilian personnel who will be working on implementation of the recommendations.

III. ROLES AND RESPONSIBILITIES

A. Services Provided by BWJP Project Director and NCDSV Demonstration Project Coordinator.

1. Planning via phone and e-mail consultations. Assistance to the CCR Coordinators locally in determining: scope of assessment, preliminary mapping, schedule of observations and interviews, selection of text and documents to be reviewed, selection of policies to be reviewed, selection of individuals to serve as Team members (attend the training and participate in text analysis), and development of preliminary timeline for all tasks in the Project.

2. Site Visits – 5-7 two-day consultations. Assistance in determining community readiness, interview key local practitioners, begin process of mapping the system, identify relevant texts for analysis and consult on optimum audit team membership.

3. Text Analysis –Initial Review. Analysis of at least 30 local law enforcement reports in Hopkinsville, Oak Grove and Clarksville as well as 30 domestic violence incident reports generated by Fort Campbell's MPs will be performed.

4. CCR training – 3 days. Three day training for team members which will focus on cross-training of the military and civilian responders and interveners as well as

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introduce “best practices and emerging issues” when responding effectively to domestic violence.

5. Video and Teleconferences. Upon request and/or as needed.

6. Technical assistance. Via phone and email upon request and/or as needed.

7. Safety Audit and Text Analysis. Assessment of the implementation of recommendations.

9. Miscellaneous. The text analysis of the Military Police and local law enforcement reports will be repeated to determine if or how they have been successfully implemented. The Project Director and the Demonstration Project Coordinator will present findings of second text analysis and facilitate the Audit Team in assessing and developing further recommendations.

B. Services Provided by Fort Campbell.

1. General. Fort Campbell Army Post Garrison Commander will select a Fort Campbell CCR Coordinator and Military POC (this may be 1 or 2 people) who will work cooperatively with the Civilian CCR Coordinators, the BWJP Project Director and the Demonstration Project Coordinator (NCDSV) to organize and direct the activities of the project’s implementation on-site.

2. Provide information about departmental policies, practices, and forms to the local CCR Coordinator for use by the Mapping Team.

3. Facilitate interviews and observations by civilians with practitioners as needed.

4. As possible, make arrangements for civilian members of Mapping Team to conduct interviews and observations on the installation.

5. Provide at least 30 randomly selected domestic violence incident reports generated by MPs.

6. Appoint MP, OSJA, Victim Advocates, and Family Advocacy representatives to serve on Mapping and Implementation Teams.

7. Appoint additional military representative(s) to serve on the Mapping and Implementation Teams as needed.

C. Services Provided by Sanctuary of Hopkinsville and Legal Aid of Clarksville.

1. General. Sanctuary of Hopkinsville and Legal Aid of Clarksville will each hire a local CCR Coordinator who will work together and serve as the liaison to the CCR Project Director (BWJP) and the Demonstration Project Coordinator (NCDSV).

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2. The CCR Coordinators will read the “Domestic Violence Safety and Accountability Audit Manual” and attend the Domestic Violence Safety and Accountability training when next offered in Duluth, MN.

3. Organize and convene the Mapping Team, and consequent Implementation Team, staff all meetings, and prepare written minutes.

4. Coordinate the mapping activities and collection of all data.

5. Coordinate interviews and observations.

6. Prepare written report and recommendations, with assistance from the Project Director and Demonstration Project Coordinator.

D. Services Provided by Local Police Agencies.

1. General. The Sheriff’s Departments in Christian County, KY and Montgomery County, TN, along with the Police Departments in Hokinsville, Oak Grove, and Clarksville will provide randomly selected DV arrest and incident reports to be analyzed by BWJP and NCDSV. Specific conditions for this information sharing will be outlined in a separate MOU.

2. Appoint representatives to serve on Mapping and Implementation Teams.

E. Services Provided by All Other Parties. All other partners by entering into this memorandum of understanding agree to:

1. Appoint a staff representative to serve on the Mapping and Implementation Teams as needed.

2. Provide information about departmental policies, practices and forms to the local CCR Coordinator for use by the Mapping Team.

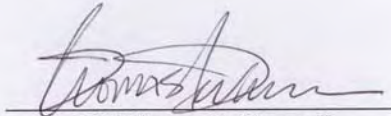
3. Facilitate interviews and observations with practitioners as needed.

IV. FINANCIAL & RESOURCE COMMITMENT

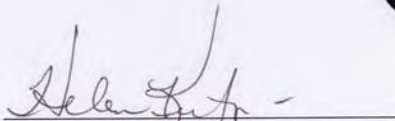
A. It is anticipated that funds will be made available by OVW, DOJ in order that key recommendations resulting from the mapping process will be implemented.

B. BWJP will provide initial funding of \$25,000 to ensure the designation of a local CCR Coordinator through a sub-contract with The Sanctuary, Inc. of Hopkinsville, Kentucky, Legal Aid Society of Middle Tennessee, and the Cumberlands of Clarksville, Tennessee.

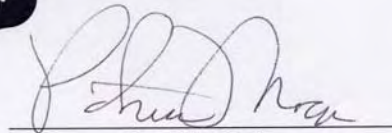
**Coordinators of the
Military / Civilian Coordinated Community Response
Demonstration Project
entering into partnership with
Clarksville, TN and Hopkinsville, KY Organizations
April 12, 2005**



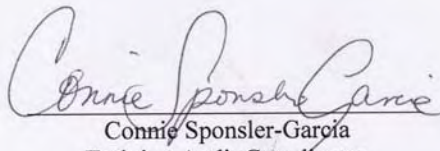
MG Thomas R. Turner II
Fort Campbell and 101st Airborne (Air Assault)



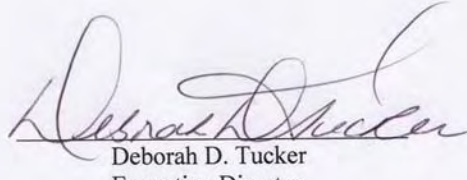
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Signatures to MOU, April 12, 2005