

**POULSBO AGREEMENT DISTRIBUTION SCHEDULE**

**SUBJECT:** 2017-023 WA State Dept of Health - WA VDRS Access MOU

**CONFORM AS TO DATES & SIGNATURES**

- Approved by the Mayor: Dept Head 5/2017
- Approved by the City Council: \_\_\_\_\_
- Completion: On-Going
- Recorded: \_\_\_\_\_
- Certificate of Liability: \_\_\_\_\_

**DISTRIBUTE CONFORMED COPIES AS FOLLOWS:**

- City Attorney
- Clerk's Department: Original
- Posted to Library Drive
- Posted to Web Site
- Department: \_\_\_\_\_
- Mayor
- Other: \_\_\_\_\_

Rhiannon Fernandez  
City Clerk

06/22/2017  
Date

**Memorandum of Understanding**

**Between the**

**Washington State Department of Health (ORI WA034265Y)**

*And*

**Poulsbo Police Department**

This Memorandum of Understanding (henceforth referred to as an "MOU") is established between the Washington State Department of Health (the department) and the Poulsbo Police Department to provide the department access to the agency's incident report data on homicides, suicides, unintentional firearm deaths, deaths of undetermined intent, and legal interventions for inclusion in the Washington Violent Death Reporting System (WA-VDRS). WA-VDRS is the state component of the Center for Disease Control and Prevention's (CDC) National Violent Death Reporting System (NVDRS).

The purpose of WA-VDRS and NVDRS is to collect data that helps public health and law enforcement officials understand the extent, cause and circumstances of violent deaths. This information will be used to develop, guide and evaluate violence prevention strategies. WA-VDRS collects information on violent deaths from three primary sources: death certificates, medical examiner/coroner (ME/C) records, and law enforcement reports.

The Washington State Legislature recognizes that violence in our society causes great concern for the immediate health and safety of our citizens and our social institutions. They find that a public health and public safety approach can be effective in addressing the problem of violence and authorize the department in 43.70.545 RCW to collect and report data relating to acts of violence that result in homicide and suicide.

The period of performance is from date of execution with no end date. This MOU may be reviewed with thirty (30) days' notice by either party to assess processes and needed changes between the collaborating agencies. Either party with 30 days' notice to the other party may terminate this MOU.

A. The Poulsbo Police Department agrees to:

*Agency Name*

1. Coordinate with the department to establish a process to permit access incident reports on homicides, suicides, deaths of undetermined intent, unintentional deaths from firearm and legal interventions investigated by the agency from **January 1, 2015 onwards**.

- 2. Provide copies of incident case reports by any of the following methods on a monthly basis:
  - a. Electronic format through a Secure File Transfer (SFT) database
  - b. Paper-based format
  - c. Onsite scan and/or abstraction by WA-VDRS staff

B. The Washington State Department of Health agrees to:

- 1. Abide by all applicable state laws and regulations pertaining to protection of confidential information. Data transmitted to the NVDRS will be stripped of identifiers prior to transfer.
- 2. At least annually, disseminate WA-VDRS data reports, fact sheets and publications to data suppliers, the public and organizations working to prevent violence.

This MOU is contingent on the receipt of funding from the CDC Cooperative Agreement for the National Violent Death Reporting System. In the event sufficient appropriations are not made to support the WA-VDRS, the MOU shall terminate without further obligations of the parties.

  
 \_\_\_\_\_  
 Signature and Title / Date

Jonji Christensen 5-11-2017  
 \_\_\_\_\_  
 Contract Officer / Date

\_\_\_\_\_  
Poulsbo Police Department

\_\_\_\_\_  
Agency Name

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200 NE Moe Street

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Email

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Washington State Department of Health

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Agency Name

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Olympia WA 98504

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therese.hansen@doh.wa.gov

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Email

For additional questions or concerns, please contact Therese Hansen, WA-VDRS Principal Investigator at 360.236.2869 or email [therese.hansen@doh.wa.gov](mailto:therese.hansen@doh.wa.gov) .

**Please mail signed MOU to:**  
 Department of Health  
 Community Health Systems  
 Attn: WA-Violent Death Reporting System  
 PO BOX 47853  
 Olympia, WA 98504-7853