



## **MEMORANDUM OF UNDERSTANDING**

**WHEREAS**, the following agencies have assumed responsibility for addressing the issues raised by sexual and domestic violence assault (hereinafter referred to as special assault) in Kitsap County:

- The police departments of the cities of Bainbridge Island, Bremerton, Port Orchard, and Poulsbo;
- Kitsap County Sheriff's Office;
- Kitsap County Prosecutor's Office;
- Kitsap County Clerk's Office;
- Naval Criminal Investigative Service;
- Washington State Department of Social and Health Services, Division of Child and Family Services;
- Kitsap Sexual Assault Center;
- Harrison Hospital;
- YWCA of Kitsap County;
- Naval Family Advocacy Program;
- Kitsap County District Court Probation;
- Kitsap County Domestic Violence Task Force;
- Kitsap Legal Services; and

**WHEREAS**, the agencies listed above have worked together for a significant period of time to enhance their ability to serve victims of special assault; to arrest, punish and otherwise stop offenders who commit special assault; and to prevent special assault in our community; and

**WHEREAS**, the agencies listed above have formed an association to further their collaborative efforts to respond to special assaults and refer to their association as Kitsap SAIVS (Special Assault Investigations and Victim's Services), an organization that first began operating as this association in 1997, made formal through an Interlocal Agreement signed in 1999; and

**WHEREAS**, there exist fundamental areas of agreement among the municipal and private agencies that compromise Kitsap SAIVS; and

**WHEREAS**, the undersigned's acceptance of and commitment to these areas of agreement, as evidenced by the signing of this Memorandum of Understanding (hereinafter referred to as MOU), will facilitate the growth of Kitsap SAIVS *and the Family Justice Center*, And Whereas it is the intent of the undersigned to create a reference point for our successors, a reminder of what we have done and of what we agree must be done now

and in the future if we are to adequately serve the needs of victims of domestic violence and sexual assault;

**IT IS NOW, HEREBY, RESOLVED AS FOLLOWS:**

- 1) The undersigned recognize the special character of domestic violence and sexual assault. The majority of domestic violence and sexual assault transactions occur within families, between intimate partners, or within a dating relationship. Moreover, they often involve children as victims, witnesses, or both.
- 2) The undersigned further recognize that because of the special character of domestic violence and sexual assault, investigating these crimes and serving the needs of the victims requires extraordinary effort, skill, and sensitivity.
- 3) The undersigned acknowledge that no one particular governmental or social service agency has the expertise or resources necessary to adequately investigate incidents of domestic violence and sexual assault in Kitsap County and at the same time meet all the needs of the victims and witnesses affected by these special criminal transactions.
- 4) The undersigned recognize that by cooperating to the fullest extent, up to and including co-locating special assault service providers, the quality of investigations will be enhanced and victims and witnesses will be better served and protected.
- 5) The undersigned also recognize that their cooperation will enhance the opportunities for fund raising, from public and private sources, to enhance the ability of Kitsap SAIVS to respond to incidents of special assault.
- 6) The undersigned have reviewed and approved the proposed Budget.
- 7) Therefore, the undersigned agree that:
  - a) They will participate in the Kitsap SAIVS and the Kitsap SAIVS Family Justice Center Program to the greatest extent permitted by law to investigate and prosecute incidents of domestic violence and sexual assault in Kitsap County;
  - b) They will work with Kitsap SAIVS to the fullest extent permitted by law to respect and protect the rights and interest of victims of and witnesses to domestic violence and sexual assault;
  - c) They will work with Kitsap SAIVS to resolve the conflicts that may arise among the participating agencies as they each seek to discharge their separate responsibilities, guided by the overriding interest that they all share in preventing further victimization;
  - d) That they will support Kitsap SAIVS in its efforts to identify and obtain private or grant funding to enhance our collective ability to investigate incidents of domestic violence and sexual assault in Kitsap County and to meet the needs of the victims and witnesses of these special assaults.
  - e) That under the umbrella of SAIVS, when a Family Justice Center is opened each member agency will perform services as mandated by law and or charter on-site; that is, of the undersigned,

- Law Enforcement agencies will conduct investigations of reported criminal offenses;
- Legal Advocates will provide on-site, personal support to victims of sexual assault and domestic violence;
- Legal Services will provide on and/or off-site legal services to victims of domestic violence and sexual assault;
- Sexual Assault Nurse Examiners will provide medical forensic examinations and forensic documentation of examinations to victims of domestic violence and sexual assault;
- Child Interviewer will perform specialized forensic interviews of child victims and witnesses;
- Deputy Prosecuting Attorneys and support staff will screen, charge and prosecute criminal violations of State laws as they apply to domestic violence and sexual assault;
- Superior Court clerks will provide public access to the courts and information regarding court proceedings, restraining order applications, and other services as mandated by law;
- DSHS/CPS will provide family services as mandated by law, to children and their families touched by domestic violence and sexual assault; and
- District Court Probation Officers will maintain contact with victims of prosecuted cases to ensure offenders' compliance with probationary requirements and safety of the victim.

f) That the on-site activities of each agency will be developed and scheduled by that agencies staff, as per the protocol and/or policies of that agency and The Kitsap County Special Assault Investigation Protocol. Staffing and scheduling of individual personnel will be provided by the contributing agency. A Project Manager will coordinate the use of the Family Justice Center by each contributing agency to ensure a cohesive work atmosphere and to maximize the benefit of the shared facility.

In addition, monthly board meetings of Kitsap SAIVS as well as the monthly multi-disciplinary case reviews of the Kitsap County Prosecutor's Office SAU (Special Assault Unit) will be held in meeting rooms of the facility.

g) Commitment of the undersigned to work together to achieve the afore-referenced goals and demonstration of commitment to actively engage in continued strategic planning and performance is evidenced by:

- Initial creation of Kitsap SAIVS in 1997, formalization of organization by Interlocal Agreement in 1999. Joint drafting and adoption of the Kitsap County Special Assault Investigation Protocol; a guideline establishing and adopting the best practices for each agency in the investigation of sexual assault and domestic violence against adult and child victims, prioritizing assistance and care of victims; adopted for use by all agencies

represented by the undersigned, as well as the County's School Districts, and filed with the Washington State Legislature

- Drafting and Production of Law Enforcement Field Guide; an outline to assist all line-officers to ensure compliance with best practices as adopted by the County Investigative Protocol
- Development and incorporation of the 501(c)(3) not for profit corporation Friends of Kitsap SAIVS, whose mission is to provide financial support to Kitsap SAIVS
- Creation and adoption of the following mission statement:

***It is the mission of Kitsap Special Assault Investigations and Victim's Services to have a safer community through the protection of victims and more effective prosecution of criminal offenders.***

h) Specific resources committed to the operation of the center at this time include:

- Two full-time Law Enforcement Officers, specializing in the investigation of domestic violence and sexual assault criminal violations, one each from both the Bremerton Police Department and Kitsap County Sheriff's Department, and all related support;
- Rotating and/or part-time placement of Law Enforcement Officers from the Bainbridge Island, Port Orchard and Poulsbo Police Departments and Naval Criminal Investigative Services, including a minimum rotation by Port Orchard of one officer one day each week and by Bainbridge Island of one officer one day every two weeks;
- Four full-time Deputy Prosecuting Attorneys, specializing in the prosecution of domestic violence and sexual assault crimes;
- Two full-time legal support staff from the Office of the Kitsap County Prosecuting Attorney;
- One full-time specialized child interviewer from the Office of the Kitsap County Prosecuting Attorney;
- One full-time advocate from the Kitsap Sexual Assault Center;
- One (possibly two) full-time advocates from the YWCA of Kitsap County;
- Staffing from the Harrison Hospital SANE program, as to be determined;
- Staffing from DSHS Child Protective Services, as to be determined
- One Deputy Clerk from the Office of the Kitsap County Superior Court Clerk
- One attorney from Kitsap Legal Services, 24 hours per week and all necessary support and staff including one full-time paralegal and one full-time case worker

- One full-time Project Manager, coordinator
- Facility hours 8:00 a.m. – 4:30 p.m.

IN WITNESS WHEREOF, this Memorandum of Understanding shall have full force and effect from and after this 4<sup>th</sup> day of February, 2004.

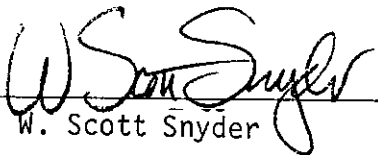
APPROVED:

  
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MAYOR DONNA JEAN BRUCE

ATTEST/AUTHENTICATED:

  
\_\_\_\_\_  
CITY CLERK, KAROL JONES

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY:

BY   
\_\_\_\_\_  
W. Scott Snyder