



February 25, 2016

Board of County Commissioners  
Clackamas County

Members of the Board:

**Approval of a Partnership Memorandum of Understanding for the Department of Justice  
Office of Violence Against Women Grant to Encourage Arrest and  
Enforcement of Protection Orders Program for the Family Justice Center**

Purpose/Outcomes	This partnership Memorandum of Understanding establishes the roles and responsibilities of the partners to the Clackamas Women's Services application for the grant noted in the title above.
Dollar Amount and Fiscal Impact	If awarded, County subrecipients – the Sheriff's Office and the District Attorney's Office – will receive a total of about \$214,000 over the term of the grant. There are no required matching funds.
Funding Source	Federal funds via Clackamas Women's Services.
Duration	The grant term is three years.
Previous Board Action	At its February 23 meeting under County Administrator Update, the Board directed staff to prepare this item for the February 25 business mtg.
Strategic Plan Alignment	This action aligns with the following Board strategic priorities: <ul style="list-style-type: none"><li>• Build Public Trust through Good Government: supports and assists a cooperative effort among multiple agencies.</li><li>• Ensure Safe, Healthy and Secure Communities: activities of this grant will enhance services at the Family Justice Center – A Safe Place.</li></ul>
Contact Person	Laurel Butman, Deputy County Administrator, 503-655-8893

**Background:**

Clackamas Women's Services is applying for a \$450,000 Department of Justice Office of Violence Against Women Grant to Encourage Arrest and Enforcement of Protection Orders Program for activities at the Family Justice Center. The grant period is October 1, 2016 – September 30, 2019.

Clackamas Women's Services is the grant lead and grant partners include the Sheriff's Office, the District Attorney's Office, the Circuit Court, El Programa Hispanico Catolico, and the Office of the County Administrator serving in the role of the Unit of Local Government, a required partnership. The Memorandum of Understanding set forth for approval outlines the roles and responsibilities of the partners.

**Recommendation:**

Staff respectfully recommends that the Board approve this Memorandum of Understanding with language substantially similar to the draft provided in Attachment A.

Respectfully submitted,

Laurel Butman  
Deputy County Administrator

**Attachment A**

**Memorandum of Understanding**

**for the**

**U.S. Department of Justice Office on Violence Against Women (OVW) Fiscal Year 2016  
Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, Dating  
Violence and Stalking Grant Program (also known as the Grants to Encourage Arrest and  
Enforcement of Protection Orders Program), CFDA 16.590**

**WHEREAS**, Clackamas Women’s Services (CWS), Clackamas County Sherriff’s Office (CCSO), the Clackamas County District Attorney’s Office (CC-DA), Clackamas County Circuit Court (CCCC), El Programa Hispano Catolico (EPHC) and Clackamas County Office of the Administrator (CCOA) have come together to collaborate and to make an application for U.S. Department of Justice Office on Violence Against Women (OVW) Fiscal Year 2016 Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, Dating Violence and Stalking Grant Program (also known as the Grants to Encourage Arrest and Enforcement of Protection Orders Program);

**WHEREAS**, the partners listed below have elected to enter into a collaborative agreement in which CWS will be the lead agency and named applicant, and the other agencies will be partners and/or sub-recipients in this application; and

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

**WHEREAS**, the application prepared and approved by the collaborative through its partners is to be submitted to the Office on Violence Against Women on or before March 3, 2016.

**I. Project Overview**

The Fiscal Year 2016 Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, Dating Violence and Stalking Grant Program provides an opportunity for Clackamas

County to further a partnership among law enforcement, prosecutors, judges, victim advocates and organizations that serve culturally specific communities. This project is designed to ensure that sexual assault, domestic violence, dating violence and stalking are treated as serious violations of criminal law requiring the coordinated involvement of the entire criminal justice and community-based victim service organizations. This local project will strengthen the criminal justice systems' response in addressing violence against women by drawing on the experience of all the participants in the system, including the advocacy community, by supporting the full implementation of the Clackamas County Law Enforcement Domestic Violence Protocol, developing the Clackamas County High Risk Team and build capacity at A Safe Place Family Justice Center for Clackamas County (ASP-FJC).

**OVW Statutory Purpose Areas:**

The following OVW Statutory Program Purposes are included in the goals and objectives of this project:

**#5** Strengthen legal advocacy service programs and other victim services for victims of sexual assault, domestic violence, dating violence, and stalking, including strengthening assistance to such victims in immigration matters;

**#6** Educate federal, state, tribal, territorial, and local judges, courts, and court-based and court-related personnel in criminal and civil courts (including juvenile courts) about sexual assault, domestic violence, dating violence, and stalking and improve judicial handling of such cases;

**#10** Plan, develop and establish comprehensive victim service and support centers, such as family justice centers, designed to bring together victim advocates from victim service providers, staff from population specific organizations, law enforcement officers, prosecutors, probation officers, governmental victim assistants, forensic medical professionals, civil legal attorneys,

chaplains, legal advocates, representatives from community-based organizations and other relevant public or private agencies or organizations into one centralized location, in order to improve safety, access to services, and confidentiality for victims and families;

**#16** Develop and promote state, local, or tribal legislation and policies that enhance best practices for responding to the crimes of sexual assault, domestic violence, dating violence, and stalking, including the appropriate treatment of victims;

**#22** Develop multidisciplinary high-risk teams focusing on reducing domestic violence and dating violence homicides by—

(A) using evidence-based indicators to assess the risk of homicide and link high-risk victims to immediate crisis intervention services;

(B) identifying and managing high-risk offenders; and

(C) providing ongoing victim advocacy and referrals to comprehensive services including legal, housing, health care, and economic assistance.

### **OVW Priority Areas**

The following OVW Priority Areas are included in the goals and objectives of this project:

- 1.** Strengthen and revitalize coordinated community response and multi-disciplinary teams, prioritizing those that meaningfully involve organizations and programs that focus on marginalized communities;
- 2.** Increase support for sexual assault, including services, law enforcement response and prosecution;
- 3.** Meaningfully increase access to OVW programming for specific underserved populations (based on race, ethnicity, sexual orientation, gender identity, disability, age, etc.);
- 4.** Increase the use of promising or evidence-building practices, where available.

### **II. Description of Partner Agencies:**

**Clackamas Women's Services (CWS)**

Clackamas Women's Services (CWS) fosters the empowerment of survivors so they can establish lives free of domestic and sexual violence, thereby breaking the generational cycle of these destructive forces. Our vision is to live in a society that no longer tolerates domestic and sexual violence, but rather thrives on mutual respect.

CWS was incorporated in 1985 as Clackamas County's first shelter for women and children escaping family violence and domestic abuse. CWS' service delivery framework is built on trauma-informed best practices that promote safety and self-determination. Encouraging service access for all communities, 35% of CWS service staff is bilingual/bicultural and/or identifies as representing marginalized populations within our geographic area.

CWS offers comprehensive sensitive solutions for adults and children impacted by sexual assault, domestic violence, stalking, trafficking the sex industry exploitation and elder abuse. These include a 24/7 crisis line, comprehensive shelter resources and community-based programs. These programs include emergency, transitional and long-term support and services, referral and advocacy services, mental health counseling, support groups, legal advocacy, youth violence prevention and community/workplace education. At our secure emergency shelter, our rural outreach office and A Safe Place Family Justice Center, CWS coordinates services with other public and private agencies in order to best serve survivors seeking help. CWS plays a critical role in our region, partnering with nearly every public or private agency addressing domestic violence and sexual assault. This includes law enforcement, health care and mental health providers, schools, homeless services, child abuse assessment resources, and housing providers.

**Clackamas County Sheriff's Office (CCSO)**

The mission of the Clackamas County Sheriff's Office (CCSO) is to preserve life, uphold the law, prevent crime, hold offenders accountable, and promote safety while finding innovative solutions and building partnerships with the community. We fulfill this mission through teamwork and partnerships, as reflected in our motto: "Working Together to Make a Difference." The Clackamas County Sheriff's Office takes domestic violence very seriously and was among the first two law enforcement agencies in Oregon to implement the Maryland Lethality Assessment Program (LAP). In 2002, CCSO created the Domestic Violence Enhanced Response Team (DVERT) with community partners to specifically address family violence in Clackamas County. DVERT focuses its aim on extensive coordination of domestic violence cases through staffing, advocate assignment, identification of prosecutorial needs, and promptly arresting suspects. DVERT is currently operates out of A Safe Place Family Justice Center for Clackamas County. And since 2000 CCSO has coordinated and hosted the annual Child Abuse and Family Violence Summit which is attended internationally by over 750 attendees each year. Additionally, CCSO is the Lead Agency directing daily operations at A Safe Place Family Justice Center for Clackamas County.

CCSO is also the lead agency for the newly formed A Safe Place Family Justice Center High Risk Response Team (HRRT) which utilizes a multi-disciplinary team of core partners working in concert to hold offenders accountable, increase victim safety by monitoring offenders and providing comprehensive victim services. The High Risk Response Team recognizes that domestic violence homicides are both predictable and preventable. Our team is designed to work collaboratively to identify the most dangerous domestic violence cases in the community and offers a coordinated effort for domestic violence response and support for victims. Sharing information across disciplines helps close the gaps in the system and ensures that the most dangerous cases are comprehensively and strategically addressed.

The team will focus equally on victim safety and services and offender accountability by using a three-pronged approach:

- Early identification of high risk offenders through risk assessment
- Case-specific, multi-disciplinary response to high risk cases
- Coordinated and ongoing monitoring of offenders

**Clackamas County District Attorney's Office – Domestic Violence and Vulnerable Adults**

**Team and Felony Person Team**

The mission of the Clackamas County District Attorney's Office is to pursue justice and enforce the laws of the State of Oregon. The Office is dedicated to the vigorous and impartial prosecution of those who commit crimes within Clackamas County and to providing the highest quality of service to victims, witnesses, law enforcement, and the citizens of Clackamas County. The District Attorney's Office is also dedicated to promoting and advocating for programs that reduce crime.

In 1996, the District Attorney's Office established a protocol for domestic violence intake procedures and the prosecution of domestic violence cases, which resulted in a tenfold increase in the percentage of cases actively filed. In 2000, the District Attorney partnered with CCSO, CWS, and Community Corrections to create a multi-disciplinary domestic violence unit (DVERT). The office staffed 4.90 FTE's (2 Deputy District Attorneys and 2.90 Victim Advocates) without grant funding and relocated this team to the DVERT office in 2001 where they remained until 2010. A third deputy district attorney was added in 2010 along with an additional focus on elder and vulnerable adult prosecution and advocacy and a name that reflected their enhanced responsibilities - The Domestic Violence and Vulnerable Adults Team.

Deputy District Attorneys assigned to the Domestic Violence and Vulnerable Adults Team (3.0 FTE) share responsibility for the prosecution of domestic violence and family abuse crimes in Clackamas County. An investigator (0.75 FTE) and two legal support staff (2.0 FTE)

support the efforts of this team. In addition to charging offenders, this team reviews cases involving violations of restraining orders and oversees the domestic violence deferred sentencing program, which is a program designed for offenders who do not have a domestic violence conviction history or other felony offenses. They also conduct training in the investigation and successful prosecution of domestic violence cases to members of the justice community. Their goal is to aggressively prosecute perpetrators of domestic violence and provide services and referral information to victims of domestic violence. Members from other disciplines, including law enforcement, victim's advocates, and parole and probation are also involved.

The District Attorney continues to demonstrate a strong commitment to the aggressive prosecution of domestic, elder, and sexual violence crimes and advocacy for victims of these crimes. In addition, the office continues to work collaboratively with all community partners to address all aspects of family abuse, including addressing the needs and concerns of victims.

The District Attorney's Felony Person Team is staffed by four Deputy District Attorneys (4.0 FTE) who are assigned cases of sexual assault, child sexual abuse and neglect, child physical abuse, robbery, assault, attempted murder, kidnapping, and domestic violence. If a decision to charge a crime is made, they present the facts to a grand jury, and upon indictment, represent the State of Oregon in all court proceedings thereafter, including arraignment, motions, pre-trial hearings, trial, and sentencing.

The Domestic Violence Vulnerable Adult Team and Victim Assistance Program share the same floor of an office located in proximity to the Felony Person Team and the District Attorney's main office. Staff from each team work closely together to accomplish shared goals.

#### **Clackamas County District Attorney's Office – Victim Assistance Program**

The mission of the Clackamas County District Attorney's Office – Victim Assistance Program (CC-VAP) is to “To treat all victims as individuals; always remembering that each case

is important. Each victim will be treated with respect and courtesy, while being provided prompt and comprehensive victim service assistance.” In meeting this mission statement, the VAP provides direct victim services to all victims of all crimes, child or adult victim, person or property crime, and adult or youth offender.

The Clackamas County Rape Victim Advocate (RVA) program was established in 1976 when the elected District Attorney determined that victims of sexual assault were ‘falling through the cracks’ as it related to their emotional stability to testify. During those early years, the needs of the community were soon recognized and in 1984, the program was awarded approval by the Oregon Department of Justice as a *comprehensive* program and renamed the Clackamas County District Attorney’s Office – Victim Assistance Program (VAP). As a result, staff and volunteers began to provide advocacy for victims of person crimes, with a focus on domestic violence, sexual assault, stalking and child abuse.

By 1999, the VAP began to focus on the unique and specific needs of the elder and vulnerable population, co-survivors of homicide, arson & animal abuse, victims of juvenile offenders, cases in the federal prosecution system, and identity theft/fraud. In 2002, VAP expanded to working with victims of property crimes and by early 2009; victims of human trafficking and sexual minority victims of domestic & sexual violence were being served.

Currently, direct victim services continue to include crisis intervention with ongoing emotional support, safety planning, crime scene and hospital call-out with law enforcement, Victim Rights notification, advocacy within the Criminal Justice System, assistance with protective order applications, community resource & referrals, assisting with restitution & evidentiary property return, and Crime Victim Compensation Program (CVCP) assistance. The VAP adheres to “Best Practice” standards by using a comprehensive, case management modality. This approach allows advocates to identify and support both short- and long-term

victim needs, regardless of the prosecutorial merits of the case. The program supports a 24/7-crisis line, call out response and homicide response team.

The Victim Assistance Program consists of 8 staff (7.15 FTE) that are under the jurisdiction of the county's District Attorney's Office. The program also includes 20 trained volunteer victim advocates who utilize the same 'best practice' modality with their caseloads as the staff.

*Clackamas County Vulnerable Adult Multi-Disciplinary Team (CC-VA-MDT)*

In order to enhance current efforts to protect elderly and disabled adults, the Clackamas County District Attorney expanded the existing elder & disabled adult abuse program by forming the Clackamas County District Attorney's Office Vulnerable Adult Unit (VAU). This prosecution-based unit (VAU) streamlines efforts with law enforcement, social services and victim advocates in an effort to efficiently protect elderly and disabled adults while providing timely offender accountability. Following that formation, the District Attorney, in collaboration with the county Sheriff and the Department of Health, Housing and Human Services, created a county-wide Vulnerable Adult Multi-Disciplinary Team (CC-VA-MDT). The CC-VA-MDT has been meeting through the leadership of the District Attorney's Office for over three years. The county-wide MDT then brings together a multi-agency/multi-disciplinary group on a monthly basis with the intent to more readily identify potential abuse situations and to reduce the actual instances of abuse to the vulnerable population in the county. The CC-VA-MDT has developed protocols that they hope will eventually serve as a model for other jurisdictions around the country.

**El Programa Hispano Catolico (EPHC)**

El Programa Hispano Catolico (EPHC) has been providing specialized Latino services throughout the Portland metro area since 1982. The mission is to increase self-sufficiency within

the Latino community, to empower individuals to achieve a better quality of life, and to promote mutual respect and understanding between cultures. EPHC was created to respond to the overwhelming needs of the rapidly growing Latino community, which has continued to grow at an astounding rate. Recent census estimates put the number of Latino/as in Multnomah County at almost 70,000, reflecting a dramatic increase of over 38% since the 2000 census. This confirms that Latino/as are both the largest and fastest-growing minority group in Multnomah County. Similarly, in Clackamas County there has been an estimated growth of 54% since the 2000 census. EPHC has the following programs and services: Housing Support Services, Health and Wellness, Employment Services, Educational Services, Legal Services, Information and Assistance (referral, notary, translation, barrier mitigation services), Tax Services (clinic, outreach, dispute support) and Project UNICA.

EPHC's Project UNICA (*Un Nuevo Inicio para Concluir el Abuso – A New Beginning to End Abuse*) has assisted Spanish-speaking individuals and families affected by domestic violence (DV) and/or sexual assault (SA) since 1992. Project UNICA's goal is to provide support, advocacy, and opportunity for self-empowerment, enabling survivors to exercise free and informed life choices free of violence and oppression. Violence against women is prevalent in all communities; however, in the Latino community violence is collectively normalized by strongly differentiated gender roles where men traditionally have a tremendous amount of control and power over the lives of women and children. While there is no reason to believe that domestic violence is more common in the Latino community, cultural understandings of domestic and sexual violence, familial responsibilities and gender roles inhibit victims from speaking out about the violence in their lives. Those who do seek support have difficulty accessing mainstream agencies due to language and cultural barriers. EPHC provides a cross-cultural model that is inclusive of their heritage, while at the same time builds a bridge between

the mainstream culture and their own. A key strength is Project UNICA's unique position as a domestic and sexual violence program within a culturally specific agency. This allows unparalleled access to the Latino community. The community relies on El Programa Hispano for confidential, safe and culturally appropriate services. The agency's close ties to the community allow a safe space to talk about issues that are traditionally considered private or taboo. Additionally, DV services are more accessible for the Latino community and monolingual Spanish speakers due to the trusted reputation of the agency, coupled with the 24 hour bilingual crisis line. Project UNICA's array of services provides diverse resources for survivors to meet their unique situations. The services are described in the following section and are implemented using the empowerment model to provide advocacy and support to help survivors and their families stay safe and flourish. As part of a multi-service agency, Project UNICA participants also benefit from in-house referrals to address a variety of needs for a family fleeing domestic violence.

Project UNICA serves around 500 survivors of domestic violence and/or sexual assault each year. Linea UNICA receives over 1200 calls per year. Project UNICA provides crisis intervention and advocacy services throughout Multnomah County. Project UNICA is well known among the community and receives referrals through the 24-hour bilingual crisis line, Linea UNICA, EPHC, DHS and other partner agencies.

Project UNICA targets the Latina community in an effort to address the isolation that survivors and their children experience while they struggle to integrate themselves in the United States and, at the same time, survive an abusive situation. All UNICA staff members and volunteers are bilingual and bi-culturally competent, thereby providing culturally and linguistically appropriate services to this difficult-to-reach population. In addition, all staff and volunteers have received extensive training through local domestic violence and sexual assault

agencies as well as culturally specific domestic violence training from our own and other local and national organizations. Thus, all of UNICA staff may be considered experts in domestic violence services to Latino individuals and families. Project UNICA facilitates an annual DV/SA training in Spanish that satisfies the requirements established by DHS for DV/SA service providers. In addition to presenting the information in Spanish, the topics are tailored to highlight the additional barriers that Latino/a survivors may face when accessing services. Examples include how to provide culturally specific services and addressing immigration topics such as VAWA Visas and U-Visas.

### **Clackamas County Circuit Court (CCCC)**

Clackamas County Circuit Court is one of 36 state trial courts in the state court system, the Oregon Judicial Department. We provide fair and accessible justice services that protect the rights of individuals, preserve community welfare, and inspire public confidence. We need an informed public to help us accomplish our mission.

### **Clackamas County Office of the Administrator (CCOA)**

The County Administrator's Office works with the Board of County Commissioners to facilitate effective and quality service delivery in all County programs. The County Administrator serves as the Chief Executive Officer of the County and is responsible for providing overall direction to County Departments and programs consistent with policy established by the Board of County Commissioners.

## **III. History of Relationship**

This project outlined in this proposal is part of a strategic effort through the A Safe Place Family Justice Center for Clackamas County collaboration.

Clackamas Women's Services (CWS) and the Clackamas County Sheriff's Office (CCSO) have a long history of demonstrated collaboration. Most recently the two agencies have worked together to implement two significant collaborative projects in Clackamas County. In 2010 the two agencies developed and successfully implemented the Maryland Lethality Assessment Protocol (LAP). The success of the model informed the creation of the new 2014 Law Enforcement Domestic Violence Protocol that was approved across all nine law enforcement jurisdictions in Clackamas County through leadership from the Clackamas County Sheriff's Office, the Lake Oswego Police Chief and the Clackamas County District Attorney's Office. The Domestic Violence Protocol includes the LAP program, and CCSO and CWS have worked together to provide extensive technical assistance support as well as training to jurisdictions during the roll out. CWS is also the nonprofit victim services provider responding to LAP program participants throughout the County. The Clackamas County District Attorney's Office also plays a significant role in the success and operation of this program.

In 2011 CWS and CCSO leadership began discussing the vision of a family justice center model for Clackamas County. Working together, the agencies presented the concept to the community and quickly garnered strong support and enthusiasm. As a result of the support from the Clackamas County Board of Commissioners, the Clackamas County Department of Health, Housing and Human Services (CC-H3S) and the Clackamas County Office of the Administrator, A Safe Place Family Justice Center for Clackamas County (ASP-FJC) opened in December 2013. ASP-FJC is a collaboration of partners all working together to provide comprehensive services to victims of domestic violence, sexual violence, elder abuse, stalking, and dating violence. Services are co-located, integrated and trauma informed. All of the partners included in this grant project have significant and integral roles in the ASP-FJC collaboration. The ASP-FJC also includes community-based and nonprofit organizations, public safety personnel, criminal

justice and protective services system professionals, benefit and entitlement program staff, faith based providers, civil legal services and several others.

The development of the Center was a collaborative effort that included all of the project partners for this proposal as well as many additional community partners not listed here. It is noteworthy to mention that CC-H3S, CWS, CC-DA-VAP and CCSO took a collaborative leadership role in developing the initial operations manual and the completion of other critical tasks to open the Center. Since opening the Center, several multi-disciplinary projects have emerged amongst the partners included in this project proposal. For example, CCSO, CWS, and CC-DA-VAP worked together on assessing the feasibility and drafting the concept of a High Risk Response Team (HRRT) that will be part of this project. These partners also worked with the Clackamas County Circuit Court to develop the video-court program.

CCSO is the lead agency for ASP-FJC and has located the agency's Domestic Violence Enhanced Response Team (DVERT) at the Center. CWS is a partner agency providing the Center's intake and approximately 75% of the Center's crisis intervention and on-going wrap around voluntary supportive services. CWS is also headquartered out of the Center and provides primary prevention, community education, and volunteer engagement from this location. CC-DA's Office is a partner agency at ASP-FJC, currently providing staff from the Victim Assistance Office (CC-DA-VAP) to assist with the video-court function of the Center.

CWS and the Clackamas County District Attorney's Office Victim Assistance Program (CC-DA-VAP) have a long-standing history of collaborative partnership. Currently the two agencies are working together to co-chair the Clackamas County Family Violence Coordinating Council (FVCC). CC-DA-VAP and CWS staff work together on a daily basis, sharing resources and referring clients across programs. The agencies also work together to develop a coordinated response on individual cases when appropriate and at the direction of the survivor. Both agencies

have come together to conduct trainings throughout the community, as well as cross-training for one another. In addition, leadership (at multiple levels) from both organizations meet on a regularly scheduled basis to ensure effective communication and to work on system-level issues collaboratively.

Clackamas Women's Services (CWS), CC-DA-VAP and CCSO are all members of the Clackamas County Vulnerable Adult Multi-Disciplinary Team, led by the prosecutor of the District Attorney's Vulnerable Adult Unit. All of the partner agencies for this project are members of the Family Violence Coordinating Council.

The Clackamas County Circuit Court is a partner with A Safe Place Family Justice Center for Clackamas County (ASP-FJC) and participated in the development of the Center as part of the Steering Committee. In April 2015 the Court worked with ASP-FJC to open the video-court program at the Center.

CWS and El Programa Hispano Catolico (EPHC) have worked together for many years. Both agencies are members of the (Portland Metro Area) Tri-County Domestic and Sexual Violence Intervention Coordinating Council that works to ensure survivors have access to services through collaboration across county lines. The EPHA Project UNICA Program Director has provided mentorship and consultation to CWS in order to enhance services so that they are culturally appropriate for Latina survivors. In the past CWS had contracted with UNICA to provide a Latina Advocate for the CWS Community-Based Services Program housed at ASP-FJC. This partnership ensures that: a) CWS staff benefit from the cultural expertise of having a community-based culturally-specific service provider on-site and b) Latina survivors have access to services through this Latina Advocate position. This position is now funded through other grant resources and the working partnership between the two agencies remains active and strong. Additionally, CWS communicates regularly with UNICA's crisis line to exchange referrals and

provide priority access to the CWS emergency shelter for Latina survivors. EPHC was an integral partner in the opening of A Safe Place Family Justice Center and works collaboratively with CWS staff onsite at the Center and in the CWS Rural offices.

This proposal builds on and further solidifies these currently functioning, effective, and meaningful collaborative efforts amongst the project partners.

#### **IV. Development of Application**

Clackamas Women's Services (CWS) initiated this application process based on feedback that was provided to the ASP-FJC Operations Committee and the Clackamas County Family Violence Coordinating Council Civil Court Subcommittee. Significantly, survivor feedback indicated capacity needs and process improvements in the video-court program at the Center. The Circuit Court and the Director of ASP-FJC have also identified gaps in the video-court program. There has been a significant increase in the number of high risk cases coming through the Center since its opening, creating an urgent need for a coordinated response through a High Risk Response Team with adequate capacity to work on these cases. Partner agency surveys and survivor surveys (client) indicate that there is a need for more integration of culturally specific services for the Latina community throughout the Center, including greater participation at a planning and systems improvement level. Approximately 25% of the victims seeking support through this collaboration identify as Latina/Hispanic.

CWS Executive Director, Melissa Erlbaum and the ASP-FJC Director, Lieutenant Angie Brandenburg from the Clackamas County Sheriff's Office, Clackamas County Senior Deputy District Attorney John Wentworth and the Clackamas County District Attorney's Office Victim Assistance Program Director Diane Wehage, EPHC Director of Programs and Integration, Kat Kelly and the Clackamas County Domestic Violence Coordinators Office

reviewed the RFP materials and met several times to discuss how the collaborative work aligned with the goals and purpose areas of the OVW Grant Program. During these discussions it quickly became clear that the recommendations provided by partner and survivor stakeholder groups are aligned with the opportunities available through this grant program. Director Lt. Brandenburg then discussed the proposal with the Clackamas County Circuit Court Trial Court Administrator to scope out the details for the Court's participation. Following these planning sessions CWS Executive Director, Melissa Erlbaum and the ASP-FJC Director, Lieutenant Angie Brandenburg from the Clackamas County Sheriff's Office met with representatives from Clackamas County Finance Department and the Clackamas County Office of the Administrator to discuss the details of the proposal and affirm the support of the County as the required jurisdiction partner entity. The County Administrator and a County Commissioner also provide advisory support to ASP-FJC through service on the ASP-FJC Steering Committee and are committed to the success of this collaboration. CWS took the lead in composing the MOU document, narrative and budget that were reviewed by the signing partners to this proposal and additional partner stakeholders not directly included in the proposal. Each agency crafted their agency description and provided input to the application. In addition, the CWS Director reached out to each of the A Safe Place partner agencies to notify them of the opportunity and ask for feedback on the scope of the project.

## **V. Roles and Responsibilities**

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

### Partner Commitment

Clackamas Women's Services (CWS), Clackamas County Sheriff's Office (CCSO), the Clackamas County District Attorney's Office (CC-DA), Clackamas County Circuit Court (CCCC), El Programa Hispano Catolico (EPHC) and Clackamas County Office of the Administrator (CCOA) commit to:

- Participate in the efforts of the Clackamas County Vulnerable Adult Population MDT (VA-MDT) and the Clackamas County Sexual Assault Response Team (CC-SART) and the Clackamas County Family Violence Coordinating Council (CC-FVCC);
- Involve decision-makers (or designated leadership) from all of the partner agencies in an active and meaningful manner throughout the life of the project including the agency Executive Level Management and/or Board of Directors;
- Assign an agency representative to the planning and development team who will be responsible for meeting monthly during the first quarter of this project and quarterly thereafter to be responsible for planning, developing and implementing project activities;
- Be prepared to implement systemic changes and build capacity within the organization to improve services and responses to individuals who have experienced violence and abuse;
- Work together in developing model programs that provide advocacy and intervention services through a coordinated response;
- Work together to sustain the project once grant funds are no longer available; and
- Work as a multidisciplinary collaboration to achieve the goals of this project.

**Lead Application Clackamas Women's Services (CWS)** will demonstrate a commitment to working together with the multidisciplinary collaborative team to provide training and services to end violence against victims of domestic violence, sexual assault, stalking, and dating violence and fulfill the goals of the proposed project through the following contributions:

- 1) Serve as the lead agency for this collaborative application, accepting full responsibility for documenting the performance and activities of this project;
- 2) Provide participation from agency decision-makers to this project by assigning Amy Doud, CWS Program Director, to participate in the Planning and Implementation Team. The CWS Program Director will assist in all aspects of planning, developing and implementing project activities. The CWS Director will participate in all meetings of the High Risk Response Team (HRRT). The position will participate within the course of the agency's regular scope of work and will not be compensated through this grant for this work.
- 3) Assigning the Assistant Program Director Erin Henkelman, housed at ASP-FJC, to assist with day to day management of the video-court conferencing system between the ASP-FJC and the courthouse to ensure an effective process for victims to file protective orders and complete the entire process on site. This position will also serve on the Civil Court Sub-Committee. The position will participate within the course of the agency's regular scope of work and will not be compensated through this grant for this work.
- 4) Duties include (not limited to):
  - a. Coordinating couriered documents;
  - b. Providing advocacy and assistance to victims in completing protective order paperwork as needed;
  - c. Ensuring technology is properly working;
  - d. Managing and training video-court advocate volunteers;
  - e. Providing cross-training to court-based and court-related personnel; and
  - f. Serve as staff to the multi-disciplinary ASP-FJC court coordination committee.

- 5) Providing a .50 FTE Legal Advocate, through funding from this project, to provide trauma informed community based advocacy and support services for victims of domestic violence, stalking, elder abuse, and sexual assault accessing support at the ASP-FJC program, including victims referred through the High Risk Response Team (HRRT) and services to victims identified in the lethality assessment protocol (LAP) that is a component of the County-wide DV Law Enforcement Protocol;
- 6) Leverage existing resources by providing opportunities for direct service volunteers and interns who have completed the 40-hr DHS Certified Domestic Violence Advocacy Training to contribute to the project;
- 7) Implementing services and programs that reflect evidence-based or currently promising practice models as well as promote trauma informed practice. CWS will share these models with partner agencies, providing information about how the model(s) promote trauma recovery and how to explain the model(s) to partner agency stakeholders.
- 8) Dedicating .05 FTE of the Executive Director's time to assist in building resources for a long-term success of the project as well as fully participate in policy level decision making to the benefit of this project. The position will participate within the course of the agency's regular scope of work and will not be compensated through this grant for this work;
- 9) Continue working in close partnership with the ASP-FJC Director, specifically seeking feedback and advisement on how funding from this project best serves the Center's programs;
- 10) Providing training (alone or in collaboration), as needed and/or requested, to community partners on the dynamics of domestic violence, dating violence, stalking, and sexual assault, working with victims and/or their families, domestic violence in the workplace,

offender tactics, the effects of trauma, etc. The positions providing this training will participate within the course of the agency's regular scope of work and will not be compensated through this grant for this work;

- 11) Ensuring that confidentiality of client information will be protected through existing formal agreements, written protocols and trainings. A new agreement will be signed for partners not currently in a confidentiality agreement with appropriate agencies/individuals. Partners will share personally identifying client information only with an express, written, and voluntary release of information from the client;
- 12) Providing all fiscal and contractual oversight for this project; and
- 13) Compiling and submitting all required data as per the contract of this grant.

**Partner agencies:**

**Clackamas County Sherriff's Office (CCSO)** – will demonstrate a commitment to working together with the multidisciplinary collaborative team to provide training and services to end violence against victims of domestic violence, sexual assault, stalking, and dating violence and fulfill the goals of the proposed project by the following contributions:

- 1) Contribute time from the CCSO ASP-FJC Director and head of CCSO DVERT. The CCSO ASP-FJC Director will work in partnership with the project to direct and oversee the daily operations of the video-court program at ASP-FJC and serve as Chair for the High Risk Team. This position is funded through other resources and is not included in the budget for this proposal;
- 2) Provide participation from agency decision-makers to this project by assigning Lt. Angie Brandenburg, ASP Director, to participate in the Planning and Implementation Team.

The position will participate within the course of the agency's regular scope of work and will not be compensated through this grant for this work.

- 3) Provide .6 FTE DVERT Advocate funded through this project. Primarily, duties will center on supporting specific multi-agency county wide programs. To include:

Clackamas County Domestic Violence Protocol, Clackamas County Firearms

Dispossession Protocol, Clackamas County Lethality Assessment Program, & the

Clackamas County High Risk Response Team Program. The roles and responsibilities of this position include:

- *Direct Services:* Provide direct support services and the coordination of multi-disciplinary services under the direction of the Director/Lieutenant for A Safe Place Family Justice Center-Clackamas County.
- *Clackamas County Domestic Violence Protocol:* duties will consist of cultivating continued collaborations with participating agencies, prompts and assists with the planning of regular trainings to ensure adherence to the protocol.
- *Clackamas County Firearms Dispossession Protocol:* duties will consist of gathering and monitoring Clackamas County orders of protection that include the dispossession of firearm(s) and distributes information to appropriate agencies.
- *Clackamas County Lethality Assessment Program:* duties will consist of providing assistance in coordination of program information with participating law enforcement jurisdictions and non-profit service provider. Maintains strong communications between each agency for quality control of the program, sets regular meetings, attends and takes minutes for meeting report. Regularly compiles and maintains data for statistical review and distribution to participating program agencies.
- *Clackamas County High Risk Response Team Program:* duties will consist of regularly maintaining case information and reports in database system. Assist with monitoring high risk offender status and provide vital information to each participating agency, sets regular meetings, attends and takes minutes for meeting report. Regularly compiles and maintains data for statistical review and distribution to participating program agencies.

- Contribution of assistance within each program/protocol ensures adherence and best practice through training and evaluation within each program.
- 4) Provide office space at no charge to project partners;
  - 5) The existing CCSO Victim Advocate's continued participation in the Clackamas County Family Violence Coordinating Council's Civil Court Subcommittee and the ASP-FJC High Risk Team and the LAP Implementation Team. This position is funded through other resources and is not included in the budget for this proposal;
  - 6) The ASP Director will participate in the ASP-FJC quarterly court coordination meetings;
  - 7) Participating in twice yearly meetings between ASP-FJC and the courts, as well as annual cross-training;
  - 8) Providing consultation and advisement on how the CWS staff positions funded through this proposal can best serve the Center's video court program and provide legal advocacy services;
  - 9) Provide timely data, fiscal and narrative reports to CWS to fulfill OVW contract requirements; and
  - 10) Participate in an annual partner survey to assist in assessing project success with participants, collaboration success and systems improvement success.

**Clackamas County District Attorney's Office Victim Assistance Program (VAP) will demonstrate a commitment to working together with the multidisciplinary collaborative team to provide training and services to end violence against victims of domestic violence, sexual assault, stalking, and dating violence and fulfill the goals of the proposed project through the following contributions:**

- 1) Provide participation from agency decision-makers to this project by assigning the Victim Services Director, to participate in the Planning and Implementation Team and the High Risk

Team. The position will participate within the course of the agency's regular scope of work and will not be compensated through this project;

- 2) Dedicate an additional .20 FTE (8 hours/week) of the Domestic Violence Investigator's time to the High Risk Team to be funded through this project;
- 3) Assist with trainings as appropriate;
- 4) Provide timely data, fiscal and narrative reports to CWS to fulfill OVW contract requirements; and
- 5) Participate in an annual partner survey to assist in assessing project success with participants, collaboration success and systems improvement success.

**El Programa Hispano Catolico (EPHC) will** demonstrate a commitment to working together with the multidisciplinary collaborative team to provide training and services to end violence against victims of domestic violence, sexual assault, stalking, and dating violence and fulfill the goals of the proposed project through the following contributions:

- 1) Provide participation from agency decision-makers to this project by assigning the Manager of Out-stationed Services to the project, who will manage advocacy funded through this proposal and participate in the planning and implementation workgroups for this project and provide culturally specific consultation to the High Risk Response Team. Gabriella has over ten years' experience working in domestic and sexual violence as well as 15 years' experience managing staff and programs. The position will participate within the course of the agency's regular scope of work and will not be compensated through this project;
- 2) Hire and train .75 FTE, funded through this project, to provide the Project UNICA's culturally specific advocacy and support services, including providing legal advocacy and working in the video-court program;

- 3) Provide culturally specific consultation on protocols, processes and policies related to services offered through this project.

**Clackamas County Circuit Court will** demonstrate a commitment to working together with the multidisciplinary collaborative team to fulfill the goals of the proposed project through the following contributions:

- Provide .5 FTE Abuse Prevention Application Court Clerk- Waiting on information from CCCC;
- To provide information regarding the proper preparation, filing and serving of restraining orders. This clerk will ensure that all documents, in particular orders and judgments submitted for judicial signature, meet statutory requirements. This clerk may assist the judge in court to review and complete the applications;
- This position will assist in the timely disposition of cases where time is of the essence because violent or abusive situations. Keeping the paperwork moving through the court system in an efficient manner will greatly reduce delays and added frustration in this emotional and often complicated process.

**Clackamas County Office of the Administrator will** demonstrate a commitment to working together with the multidisciplinary collaborative team to provide training and services to end violence against victims of domestic violence, sexual assault, stalking, and dating violence and fulfill the goals of the proposed project through the following contributions:

- 1) Serving in the role of the Unit of Local Government for the required partnerships;
- 2) Receive quarterly progress reports/status updates on the project and provide feedback as appropriate;
- 3) Provide technical assistance and project consultation as appropriate.

## **VI. Timeline**

The roles and responsibilities described above are contingent on Clackamas Women's Services receiving funds requested for the project described in the OVW grant application.

Responsibilities under this Memorandum of Understanding would coincide with the grant period, anticipated to be 10/01/2016 through 09/30/2019.

## **VII. Commitment to the Partnership**

- 1) The collaboration service area includes Clackamas County Oregon.
- 2) The partners agree to collaborate and provide a coordinated community response, support services such as advocacy, a multi-disciplinary response through a High Risk Response Team and a comprehensive victim service and support center and strengthen legal advocacy services to victims of domestic violence, sexual assault, stalking and dating violence pursuant to the program narrative of the grant application attached to this agreement.
- 3) Compensation for [non-lead] partners' contribution to this project will be provided as outlined in the attached OVW budget detail worksheet.
- 4) We, the undersigned have read and agree with this MOU. Further, we have reviewed the proposed project and approve it.

## **VIII. Relationship of the Parties**

All parties to this MOU are independent contractors and are solely liable for their own acts and omissions as well as the acts and omissions of their officers, agents, and employees. More specific terms regarding indemnity and insurance requirements will be provided in any subsequent contracts between the parties that relate to or arise out of this MOU.

**IX. Termination**

Each Party shall have the right to terminate the Memorandum of Understanding by giving 30 days written notice in writing to all other parties at any time. Each party agrees to first effectively address issues and attempt to maintain a partnership. The CWS Board of Directors is available to provide mediation support as needed, and CWS agrees to inform the Office on Violence Against Women should any Party express interest in terminating the agreement. If the Memorandum of Understanding is terminated by any Party, steps shall be taken to ensure that the termination does not affect any prior obligation, project or activity already in progress. If the Memorandum of Understanding is terminated a notice will be sent to the Office on Violence Against Women to ensure full disclosure of any concerns regarding the project.

**X. Amendment clause**

The Memorandum of Understanding may be modified or amended by a written agreement between the Parties.

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John Ludlow, Clackamas County Board Chair

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Date

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Melissa Erlbaum, Executive Director  
Clackamas Women's Services

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Date

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Clackamas County District Attorney John Foote

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Date

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Clackamas County Sheriff Craig Roberts

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Date

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Patricia Rojas, Executive Director  
El Programa Hispano Catolico

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Date

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Clackamas County Circuit Court

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Date