

**Memorandum of Agreement
Between
Safe and Fear-Free Environment, Inc. (S.A.F.E.) and
the Dillingham Police Department (D.P.D.)**

For the purposes of enhancing the safety of victims and of law enforcement officers responding to domestic violence and sexual assault cases, to maximize program resources, to provide coordinated services and to define and maintain a close working relationship, Safe and Fear-free Environment, Inc. (SAFE) and the Dillingham Police Department (DPD) enter into this Memorandum of Agreement as follows:

1. The Dillingham Police Department will continue to inform victims of domestic violence and/or sexual assault of services and resources available to them including violent crimes compensation, S.A.F.E.'s shelter program, assistance with protective orders, hospital accompaniment, and other advocacy and counseling services whenever police officers respond to a domestic violence and/or sexual assault call.
2. S.A.F.E. staff and volunteers will be available to be called out by the DPD dispatcher or officer who has responded to a domestic violence call to speak with and provide direct and immediate advocacy services to a victim(s). Domestic violence call outs will be conducted according to written procedures on file at the DPD office.
3. S.A.F.E. staff and volunteers will inform victims of domestic violence and/or sexual assault of the services and assistance available to them through the DPD and will encourage cooperation with the DPD in reporting and investigation of these crimes.
4. DPD will continue to activate the SART (Sexual Assault Response Team) in accordance with established protocols and procedures on file at the DPD office, including cases where DPD is acting as dispatch for the Alaska State Troopers and/or other city or village responders. S.A.F.E. agrees to have trained Advocates/volunteers available for immediate response to activation of the team.
5. Staff of S.A.F.E. and the DPD will meet semi-annually to discuss mutual concerns and problem areas regarding delivery of services to victims of domestic violence and sexual assault.
6. S.A.F.E. will be available to provide annual training to the DPD on domestic violence, sexual assault, child abuse and related interpersonal violence issues.
7. DPD will provide annual training to S.A.F.E. staff and volunteers regarding the role of police and investigation procedures.

8. S.A.F.E. will cooperate as much as possible in assisting DPD Officers who are attempting to serve protective orders by providing officers with current information on locations of persons to be served and/or other pertinent information.

9. S.A.F.E. will provide support to victims during Police interviews, including translation services, when appropriate, and staff permitting.

10. DPD agrees to have S.A.F.E.'s shelter alarm system connected directly to the Police Department and to respond to all calls for assistance as quickly as possible. In the event of a false alarm, S.A.F.E. staff will immediately notify DPD Dispatch.

11. When a resident has been identified to be in a potentially lethal situation, S.A.F.E. staff will notify DPD. Depending on circumstances and availability of an officer, the DPD may increase patrol of the shelter area and/or provide an officer to standby during the evening and weekend shift changes. Evening shift changes occur at 6:00 p.m. and 12:00 a.m. and weekend shift changes occur at 8:00 a.m., 4:00 p.m., and 12:00 a.m. unless circumstances require other hours in which case S.A.F.E. shall inform the DPD as early as possible that shift change will occur at different times.

12. In the event that the DPD needs to serve warrants, notices, subpoenas and/or other documents on a person believed to be in residence and/or physically present at the SAFE facility, whenever possible DPD will call beforehand and inform designated SAFE staff, so long as such notice is legal, ethical and consistent with safety and effectiveness of service. In a case where such prior notice does not take place and/or when DPD officers come to the SAFE shelter facility on official business, the DPD officer(s) will state the purpose of their business to the Advocate on duty prior to entering the premises.

13. SAFE agrees to cooperate fully with the DPD in the performance of their duties and to encourage and assist any person(s) in contact with SAFE to cooperate in a respectful manner and to fully comply with all requirements and requests consistent with law and responsibilities of police officers. The purpose of the safeguards described above is to minimize disruption to other persons in shelter and/or present at the SAFE facility, to expedite effective compliance with the law, and to enhance safety.

This agreement is in effect beginning on the date signed by both parties and shall remain in effect unless modified by either party on a 30-day notice.

John Parker, Chief
Dillingham Police Department

Date

Ginger Baim, Executive Director
Safe & Fear-Free Environment, Inc.

Date

CRISIS LINE AGREEMENT

This Agreement outlines the responsibilities and expectations of Safe & Fear-free Environment (S.A.F.E.) and the Dillingham Police Department (DPD) regarding S.A.F.E.'s 24-hour crisis line.

1. The crisis line will ring at the S.A.F.E. office and be responded to by staff on duty during regular business hours and/or any time a person(s) is in residence at the shelter.

2. After office hours, weekends, and holidays and/or during certain circumstances where there are no person(s) in residence, the crisis line may be forwarded to the Dillingham Police Department (to line 842-5640). When a call comes in on that line, the dispatcher will answer the crisis line as "S.A.F.E." and take the phone number of the caller so an Advocate can return the call.

3. The dispatcher will then contact the S.A.F.E. Advocate on-call at the time, either by landline telephone or cell phone. If the dispatcher is unable to reach the on-call advocate within 5 minutes, they will call the S.A.F.E. staff person assigned as backup. The Advocate will take the message or phone number of the caller and contact the crisis line caller by phone.

4. When possible, there will always be a return call made to the crisis line caller within five minutes, either by the S.A.F.E. Advocate or by the DPD dispatcher if they have been unable to reach an Advocate.

5. At the time the line is transferred to DPD, S.A.F.E. will provide dispatch with the names, location and phone contact numbers of the Advocate/volunteer Crisis Line Listener along with phone numbers and the list of staff members assigned as backup. Modifications to this schedule will be submitted by SAFE in writing on a new amended schedule to DPD prior to transferring the phone.

6. DPD dispatch will not give any caller the personal phone numbers of either staff or volunteers.

This agreement is in effect beginning on the date signed by both parties and shall remain in effect unless modified by either party on a 30-day notice.

John Parker, Chief
Dillingham Police Department

Date

Ginger Baim, Executive Director
Safe & Fear-Free Environment, Inc.

Date