

# **Interagency Agreement Guideline**

## **Developing an Interagency Agreement between Juvenile Departments and District Attorney's Offices**

---

### **Why develop an interagency agreement?**

While jurisdictions operate differently, it is not uncommon for Juvenile Departments, District Attorney's Offices, and other agencies (OYA, Peer Court, and Diversion Programs) to share responsibility for honoring victim rights and responding to victim needs after a crime has been committed.

In order to ensure victim rights are being effectively asserted, a jurisdiction create an interagency agreement, or MOU, between the responsible agencies to clearly articulate roles, responsibilities, timelines, and clear mechanisms to communicate and document victim rights (including outreach attempts, contact, and communication with crime victims).

It is widely considered best practice to include the following list of recommended topics in your interagency agreement.

### **What to include in your interagency agreement?**

#### **Legal Sufficiency**

- What is the timeline to review for legal sufficiency? Does it vary dependent upon charges?

- 
- Who will screen for legal sufficiency? Which cases? (formal vs informal) What are exceptions? What happens when there is an exception?

### **Victim Rights**

- Who will notify victims of their rights?
- Who will document rights requested and fulfilled. How?
- How will this information be communicated and shared between agencies?
  - Best Practice Tip: Juvenile Departments should document all victim related contact and rights requested and fulfilled in the JJIS Victim Tab.
- How are victim rights managed when a youth is in the care and custody of the Oregon Youth Authority?
- How are victim rights managed when a case is being waived or charged as a Measure 11 Offense?

### **Victim Notification**

- Who is responsible for notifying victims of critical stage hearings? i.e. release hearings, plea, sentencing etc.
- Who is responsible for notice of expunction?
- Who is responsible for notice on cases handled through Peer Court, Diversion, etc.?
- What is the process for notification when a victim does not speak English?
  - Is there agreement about using an interpreter service?
  - How will you share culturally-responsive resources?

### **Other**

- What mechanisms are in place to prompt victim notification?
- What due diligence is needed when victim information is missing from a police report?

- 
- How are victims notified when a referral has been dismissed? What information will be provided to the victim and whose responsibility is it to provide this information?
  - What is required in order for an informal case to be closed as successfully complete?
  - What happens if an informal case is closed incomplete?
  - How are victims notified when their case is closed?
  - How will both departments build relationships with culturally-specific programs/resources?