

Interagency Agreement Guideline

Developing an Interagency Agreement between Parole and Probation Offices, Department of Corrections, Department of Justice, Oregon Youth Authority, and District Attorney's Offices regarding Victim Services Programs

Why develop an interagency agreement?

While jurisdictions operate differently, it is not uncommon for Parole and Probation Offices, Department of Corrections, Department of Justice, Oregon Youth Authority, and District Attorney's Offices to share responsibilities for honoring victim rights and responding to victim needs after a crime has been committed.

To ensure victim rights are being effectively asserted, a jurisdiction creates an interagency agreement, or Memorandum of Understanding (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?

Victim Rights

- Who will notify victims of their rights?
- Who will document the rights requested and fulfilled. How?
- How will this information be communicated and shared between agencies?

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- How are victim rights managed when an offender is in the care and custody of the Department of Corrections or local jails?

Victim Notification

- Who is responsible for notifying victims of critical stage hearings? i.e. release hearings, plea/sentencing, probation violation hearings, post-conviction appeals, etc.
- Who is responsible for notice of expungement?
- Who is responsible for notice of an offender's early termination from supervision? i.e. EDIS, conversion to bench probation
- Who will notice victims of change of post-conviction outcomes? i.e. re-sentencing hearings
- Who is responsible for notice of STTL or trans leave?
- Who is responsible for notifications on cases handled through Diversion court programs? i.e. Drug Court, Mental Health Court, etc.
- What is the process for notification when a victim uses alternative language needs, i.e. American Sign Language, Mandarin, Spanish, etc.?
 - Is there an agreement about using an interpreter service?
 - How will you share culturally responsive resources?

Other

- What mechanisms are in place to prompt victim notification?
- How is victim contact information shared between departments?
- What should be included in release of information (ROI) documents between departments?
- What due diligence is needed when victim information is missing from a police report?
- How are victims notified when their case is closed?

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- How will both departments build relationships with culturally specific programs/resources?