

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 (Oregon Youth Authority, Peer Court, and Diversion Programs) to share responsibility for honoring victims' rights and responding to victim needs after a crime has been committed. To ensure victims' rights are being effectively asserted, a jurisdiction should create 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 victims' rights (including outreach attempts, contact, and communication with crime victims). It is widely considered best practice to include the following list of 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 depending upon charges?
- ✓ Who will screen for legal sufficiency? Which cases will be screened (informal vs. formal)? Are there any exceptions? What happens when there *is* an exception?

Victims' Rights:

- ✓ Who will notify victims of their rights?
- ✓ Who will document rights requested and fulfilled? *How* will they be documented?
- ✓ How will this information be communicated and shared between agencies?
- ✓ How are victims' rights managed when a youth is in the care and custody of the Oregon Youth Authority?
- ✓ How are victims' rights managed when a case is being waived to adult court or charged as a Measure 11 offense?

Victim Notification:

- ✓ Who is responsible for notifying victims of critical stage hearings?
- ✓ Who is responsible for notice of expunction?
- ✓ Who is responsible for notice of youth's summons?
- ✓ Who is responsible for notice when cases are handled informally through Peer Court, Diversion, etc.?
- ✓ What is the process for notification when a victim does not speak English? Do the agencies agree on a particular interpreter service?
- ✓ How will the agencies share culturally-responsive resources with victims?

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 the information?
- ✓ What is required 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?