

## Memorandums of Understanding and Interagency Agreements

The memorandum of understanding or **interagency agreement** should be brief and signed by the participating agencies' authorized officials. Such an agreement should include the—

- Community group's mission.
- Statement of agreement to collaborate.
- Statement of the community coalition's unofficial status and corresponding **liability statement**.
- Agreement that the community group will be the point of contact for group activities.

### Sample Interagency Agreement

#### *Name of Community Coalition*

[Community coalition name] is hereby formed to implement a collaborative effort among various government and nonprofit agencies for the purpose of identifying and coordinating available resources for the survivors and families of the [name incident] while they are attending the associated criminal trial.

### Agreements of Understanding

1. The mission of [community coalition name] is to provide comprehensive services to victims and survivors during the judicial process.
2. [community coalition name] is an unassociated organization and a nonlegal entity. Therefore, any liability that may be incurred as a result of participating with [community coalition name] is solely the responsibility of the individual participating agencies.
3. [community coalition name] will work closely with the U.S. Attorney's Office in [jurisdiction] charged with the prosecution of [name of defendant].
4. The actions of [community coalition name] are not intended to have a negative impact on the prosecution.
5. [community coalition name] will collect and inventory resources, screen offers, and coordinate the delivery of victim services.
6. A [community coalition name] representative will be the point of contact for coalition activities.
7. Staff will provide support to [community coalition name] and other services as provided in the job description.
8. [community coalition name] will make decisions by consensus, with one vote per agency.
9. Victim service task forces, as working committees of [community coalition name], will develop protocols and ensure that services are provided in the following areas:
  - Safe Haven.

- Meals.
- Security.
- Support services.

10. [community coalition name] will support the protection of victims' rights throughout the duration of this project.

We the undersigned, on behalf of our agencies, agree to and understand the above statements on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

***The document must be signed by an authorized official from each participating agency.***