

## ***Sample Memorandum of Understanding*** For Anywhere, USA

Recognizing the challenges posed by (insert specific issue here), we, the members of the Anywhere, USA Policy Team, agree to establish a collaborative, multidisciplinary, policy-level team to assess our jurisdiction's current policy and practice in this area, identify the strengths and gaps in our current system, and develop strategies that will enhance our existing practice.

### **Our Mission and Underlying Beliefs**

Our mission is to develop a comprehensive and effective system for offender management that promotes community safety, and includes integrated criminal justice interventions, offender treatment, monitoring, and accountability. To achieve this mission, we will assemble a multidisciplinary collaborative team that is committed to critically assessing our policies, practices, and the resources we utilize to manage offenders. The information collected through this critical assessment will be used to identify the strengths and gaps in our current system. We are committed to developing goals and objectives that, when achieved, will improve community safety in our jurisdiction. We are dedicated to developing strategies, consistent with emerging national practice, to address our most critical needs and to monitor and evaluate the implementation of these strategies.

It is our belief that real progress or improvement cannot be made without critically assessing our full system of offender management and considering the systemic changes necessary to reduce the likelihood of further recidivism. Therefore, we have gathered representatives from all agencies with a stake in offender management from the point of investigating a crime to the completion of community supervision, including community-based resource providers and local neighborhood representatives. The members of the team have policymaking responsibilities in the agencies they represent to ensure we have productive conversations about real systemic change that will enhance our ability to achieve our vision of increasing community safety.

We also recognize the need in these resource-poor times to prioritize our needs and concentrate our efforts and resources on those areas in need of the most attention and change. Therefore, we agree to first critically assess our current policies and practices and identify all areas in need of improvement. We will then use this information and, as a team, prioritize the most critical gaps we have identified. Finally, we will develop an implementation plan that outlines the strategies that will address the prioritized gaps. This implementation plan will include the goals and objectives we believe need to be accomplished to achieve our vision. As we accomplish the goals and objectives of our implementation plan, we will continue to evaluate and prioritize our other needs and develop new goals and objectives to continue moving towards our overarching goal of increasing community safety.

## **Our Team Structure**

To accomplish these tasks, each team member has agreed to participate actively in this effort by meeting for three hours each month as a full group and developing subcommittees that will meet more often to conduct specific work tasks as needed. In addition, each member has agreed to act as a liaison between their agency and the policy team. Each team member is expected to communicate the ideas, discussions, and decisions made during the policy team meetings to the agency they represent and then share the agency's reaction and input with the team on each issue or topic.

All team members will have an equal voice in this effort. We will develop a set of ground rules that will guide our discussions, allowing each team member the opportunity to express their opinion and present information that is pertinent to the discussion at hand. Team members have agreed that decisions will be made through consensus whenever possible, and will be made by majority vote only in those instances where further discussion will not move the team closer to consensus.

## **Our Work Plan**

Attached to this MOU is the first draft of our workplan outlining the tasks we will accomplish to achieve our goals. We believe this to be a living document that will adjust and change as we move through this process and become more specific about the work we will undertake, especially during the implementation phase of the project. In order to maintain this document's relevance to our work, the team will review the workplan during each monthly meeting and make adjustments as necessary to the tasks and timelines.

## **Our Team Members**

We have signed this agreement as an illustration of our commitment to this effort and the work that will be involved. Our signatures indicate we have discussed and created this agreement as a team. By signing, we agree to commit the necessary time and resources to accomplish the work outlined above. We further agree to amend this MOU as necessary so that it will continue to reflect the mission, goals, and work of this group. In addition, we agree to obtain signatures from new team members as they are added to the group.

## Signatures

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Marty Abramson, Chief Probation Officer, Anywhere, USA Adult Probation Department

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Janice Allison, Victim Advocate, Anywhere, USA Women's Center

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Allison Budge, Director of Operations, Anywhere, USA Department of Corrections

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Charles Conley, Sergeant, Investigations, Anywhere, USA Police Department

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Danielle Davidson, Investigator, Anywhere, USA District Attorney's Office

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Everett Evans, Treatment Provider, Anywhere, USA Treatment, Inc.

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Francis Franklin, Judge, 1<sup>st</sup> Judicial District, Anywhere, USA

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George Gardner, Investigator, Child and Family Services, Anywhere, USA

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Henrietta Harold, Placement Specialist Supervisor, Child and Family Services, Anywhere, USA

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Ian Taylor, District Attorney, 7<sup>th</sup> Judicial District, Anywhere, USA

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Janice Jones, Chief Public Defender, 10<sup>th</sup> Judicial District, Anywhere, USA

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Kyle Kramer, Director, Anywhere, USA Parole Board

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Lawrence Little, Secretary, Department of Youth Corrections, Anywhere, USA

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Mary Martin, Director, Community Corrections, Department of Corrections,  
Anywhere, USA

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Nancy Nelson, Clinical Supervisor, Institutional Treatment Program, Department  
of Corrections, Anywhere, USA

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Paul Peterson, Supervisor of Release Planning, Department of Corrections and  
Department of Youth Corrections, Anywhere, USA

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Rita Robertson, Superintendent, Anywhere, USA School District