

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding certifies that **Shelter Agencies for Families in East Texas (SAFE-T)** has entered into a contract with **Titus County Attorney's Office** in order to provide services to victims of domestic violence and sexual assault. This partnership is subject to the following terms and conditions:

I. Duration and Termination

This agreement shall become effective on February 1, 2020 and shall terminate at such a time either party provides thirty (30) days written notice to the other party.

II. The County Attorney's Responsibilities will be:

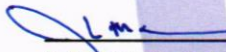
- A. Designate SAFE-T as Victim Assistance Coordinator for all crimes constituting domestic violence, sexual assault or human trafficking.
- B. Not later than 3 days after the county attorney's office receives the case, send the Criminal Advocacy Specialist with SAFE-T the following information:
 - a. Contact information for the victim (or the guardian of the victim or close relative of a deceased victim, as applicable) including name, address, telephone number and email address;
 - b. Case number and court to which the case is assigned; and
 - c. A summary of the pending charges.
- C. Timely inform SAFE-T of all scheduled court proceedings, changes in the schedule, and requests for continuance.
- D. Give notice of the existence and terms of any plea bargain agreement to be presented to the court. [CCP art. 56.08(b-1)]
- E. Consider the Victim Impact Statement (VIS) before sentencing or acceptance of a plea and send a copy of a returned Victim Impact Statement (VIS) to the court sentencing the defendant. [CCP art. 56.02(a)(12)(A)]
- F. Provide SAFE-T with all required forms and instructions received concerning quarterly reporting of VIS under Art. 56.05 CCP, or other reporting required by law.

III. SAFE-T's Responsibilities will be:

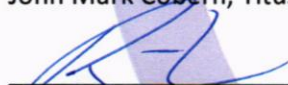
- A. Immediately notify the victim (or the guardian of the victim or close relative of a deceased victim, as applicable) of the right to seek a protective order, including obtaining a magistrate's protective order when legally available.
- B. Provide a notification packet to victim no later than 7 days after receipt of information from the County Attorney's Office. The packet must include:
 - a. Explanation of the victim's right to file a VIS
 - b. Explanation of the victim's right to complete a CVC application

- c. Name, address, email address & phone number of VAC assigned to the case
- d. Offer by VAC to assist with the above paperwork
- C. Request and maintain current contact information from the victim
- D. VIS and information sheet [forms available on Texas Department of Criminal Justice (TDCJ) website]
- E. Crime victims' rights brochure (several required items could be combined into a brochure, such as):
 - a. Criminal justice system overview
 - b. Explanation of suggested steps to take if the victim feels threatened
 - c. Referrals to community resources
 - d. VINE program brochure
 - e. Application for Crime Victims' Compensation (CVC)
- F. Provide Court Accompaniment and transportation for the client to Court proceedings, when requested by the victim.
- G. Provide statistics about the number of VIS forms returned to TDCJ every quarter. [CCP art. 56.06]
- H. Forward a victim's contact information to Community Supervision and Corrections Department (CSCD), if the defendant is placed on probation.

I have read and understand all requirements listed above and agree to them.



John Mark Cobern, Titus County Attorney



SAFE-T Executive Director

Feb 24, 2020

Date

2/24/20

Date

SAFE-T