

## **Memorandum of Understanding Sexual Assault Kit Initiative**

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### **PARTIES TO THE M.O.U.:**

State Attorney's Office for the 4th Judicial Circuit  
Jacksonville Sheriff's Office  
Florida Department of Law Enforcement  
Women's Center of Jacksonville  
Jacksonville Beach Police Department  
Atlantic Beach Police Department  
Neptune Beach Police Department  
Nassau County Sheriff's Office  
University of North Florida Police Department  
[REDACTED] Survivor

### **PURPOSE:**

The issue of untested rape kits has received national attention as a matter of great importance. In May 2014, the State Attorney's Office formed a Multi-Disciplinary Team (the Team) to identify and address the magnitude of the problem in the Fourth Judicial Circuit of Florida. It is the goal of the Team to test every untested kit, investigate every case, appropriately prosecute those cases, and provide justice to our victims.

This document serves to formalize the agreement between the ten partners listed above, the State Attorney's Office for the 4th Judicial Circuit, the Jacksonville Sheriff's Office, the Florida Department of Law Enforcement, the Women's Center of Jacksonville, the Jacksonville Beach Police Department, the Atlantic Beach Police Department, the Neptune Beach Police Department, the Nassau County Sheriff's Office, the University of North Florida Police Department, and [REDACTED] as we move forward on this Sexual Assault Kit Initiative and the Bureau of Justice Assistance Grant (the Grant).

### **GOALS:**

- Develop victim-sensitive procedures for notification of testing and results
- Develop or enhance a coordinated community response to sexual assault victims whose kits were untested until now
- Develop or enhance victim-sensitive support throughout the pendency of the cases from testing through disposition
- Develop or enhance procedures to ensure that no kits go untested in the future

- Commit to following the Guidelines for fair treatment of victims and witnesses in the criminal justice and juvenile justice systems as laid out in Section 960.001 Florida Statutes

**GENERAL:** This agreement does not create additional jurisdiction or limit or modify existing jurisdiction vested in the parties.

**PRIVACY INTEREST:** The privacy of victims shall be protected by all parties involved with this Memorandum of Understanding. The victim's identity, communications and information shall not be disclosed without the written consent of the victim or in accordance with any law requiring such to be disclosed.

**ROLES AND RESPONSIBILITIES:**

- All partner agencies will participate in the quarterly meetings of the Multi-Disciplinary Team
- All partner agencies will participate with training as identified by the Team
- All partner agencies will provide reports and data as required pursuant to the Grant
- All partner agencies will use the tracking system and keep required data updated

**The State Attorney's Office for the 4th Judicial Circuit will:**

- Serve as the lead agency under the Grant
- Provide representatives for the Multi-Disciplinary Team
- Maintain the tracking system
- Provide a dedicated Assistant State Attorney who will:
  - Collaborate with detectives from partner agencies on the investigation of the cases
  - Work with law enforcement to prioritize the testing of kits
  - Work with all partners on the Team to aggressively prosecute cases resulting from this Initiative
  - Attend trainings as necessary

- Provide a dedicated victim advocate who will:
  - Be the point of contact for the victim from notification through disposition
  - Provide victims with information regarding victim services and victim rights
  - Along with the assigned investigator, notify victims that their kit is being/has been tested
  - Be assigned to the DNA notification team with all partner law enforcement agency detectives to notify victims of a CODIS hit
  - Notify the Women's Center that such notifications have been made or will be made
  - Coordinate meetings between the victim and the Assistant State Attorney
  - Monitor the victim information line
  - Be a liaison between the victim and detectives
  - Provide out of town victims with resources local to them
- Provide a dedicated investigator who will:
  - Help with victim notification along with the victim advocate
  - Locate victims and witnesses
  - Transport victims and witnesses
  - Interview witnesses
  - Help link cases or support law enforcement investigations as needed
- Provide a dedicated prosecution support specialist who will:
  - Provide all information requested on State Attorney's Office work request
  - Contact/subpoena all victims and witnesses for trial or hearings
  - Coordinate travel for all victims and witnesses
  - Collect data from tracking system as needed
  - Aid in trial preparation as needed
- Provide a Site Coordinator who will:
  - Be the central point of contact for the Team
  - Collect all data and reports from partners
  - Coordinate communication and set meetings for the Team
  - Assure Team is meeting all milestones as required by the Grant
  - Report data to Bureau of Justice Assistance (BJA) as required

**The Jacksonville Sheriff's Office will:**

- Submit certified kits for testing in order of priority as determined by the Team
- Notify the State Attorney's Office of the submission of kits
- Provide the CCR numbers for the kits that are being submitted in each batch
- Assign two full-time, grant-funded cold case detectives to work exclusively on the Initiative
- Work in conjunction with the State Attorney's Office during Team meetings to

- prioritize the submission of kits and review the status of submitted kits
- Coordinate investigations with the State Attorney's Office
- Assist with the victim notification following a CODIS hit
- Attend BJA training as required
- Record all necessary data into the tracking system, including the submission of kits and CCR numbers
- Provide a monthly Performance Measures report and a Monthly Measure Tracking report to the State Attorney's Office Site Coordinator as required
- Provide additional reports as needed
- Provide a representative for the Multi-Disciplinary Team

- **The Women's Center of Jacksonville will:**

- Provide 24 hour crisis intervention via the Rape Crisis hotline
- Accept referrals and provide information regarding services and victim rights
- Offer support groups and counseling for victims as well as secondary survivors
- Accompany victims to court appearances, meetings or depositions as requested
- Provide a representative for the Multi-Disciplinary Team

- **The Florida Department of Law Enforcement will:**

- Facilitate testing of all kits submitted by law enforcement agencies participating in the Grant
- Review and enter data into CODIS
- Record data into the tracking system
- Accept 120 kits per month until all kits are tested
- Provide a representative for the Multi-Disciplinary Team

**Jacksonville Beach Police Department will:**

- Provide a representative for the Multi-Disciplinary Team
- Submit all kits certified under the Grant for testing to Florida Department of Law Enforcement
- Provide data as required by the Grant to the site coordinator
- Enter all data into the tracking system

**Atlantic Beach Police Department will:**

- Provide a representative for the Multi-Disciplinary Team
- Submit all kits certified under the Grant for testing to Florida Department of Law Enforcement
- Provide data as required by the Grant to the site coordinator
- Enter all data into the tracking system

**Neptune Beach Police Department will:**

- Provide a representative for the Multi-Disciplinary Team
- Submit all kits certified under the Grant for testing to Florida Department of Law Enforcement
- Provide data as required by the Grant to the site coordinator
- Enter all data into the tracking system

**Nassau County Sheriff's Office will:**

- Provide a representative for the Multi-Disciplinary Team
- Submit all kits certified under the Grant for testing to Florida Department of Law Enforcement
- Provide data as required by the Grant to the site coordinator
- Enter all data into the tracking system

**University of North Florida Police Department will:**

- Provide a representative for the Multi-Disciplinary Team
- Provide data as required by the Grant to the site coordinator
- Enter all data into the tracking system

**will:**

- Report all volunteer hours
- Participate in the Multi-Disciplinary Team
- Provide the Team with a survivor sensitive perspective

**LIMITATIONS OF LIABILITY:**

Partners agree that no party shall be liable for any property damage, personal injury, or death due to any act of negligence or willful misconduct on the part of the other party. Each party shall be responsible only for its own acts and the results of these acts to the extent authorized by law.

**TERMS OF AGREEMENT:**

This MOU constitutes the entire agreement between the parties. This MOU shall become effective upon signature by the authorized officials from the above mentioned entities. Amendments to this MOU must be made in writing and agreed upon by both parties. This MOU may be terminated upon 30 day written notice to the other party.

**COMMITMENT:**

All partners in this Memorandum of Understanding are committed through the end of the Sexual Assault Kit Initiative, September 30, 2018, or upon dissolution of the Team. Please sign below to indicate your commitment to this MOU:

Angela B. Corey  
State Attorney's Office for the 4th Judicial Circuit

03/28/16  
Date

[Signature]  
Jacksonville Sheriff's Office

4/4/16  
Date

Pursuant to authority conveyed by  
Section 37.101, Jacksonville Municipal Code  
[Signature]  
Women's Center of Jacksonville

03/31/16  
Date

[Signature]  
Florida Department of Law Enforcement

3/31/16  
Date

Richard L. Swearingen, Commissioner

[Signature]  
Jacksonville Beach Police Department

3-29-16  
Date

[Signature]  
Atlantic Beach Police Department

3/29/16  
Date

[Signature]  
Neptune Beach Police Department

3/29/16  
Date

[Signature]  
Nassau County Sheriff's Office

4-1-16  
Date

[Signature]  
University of North Florida Police Department

3/29/16  
Date

[Redacted Signature]  
Survivor

4-1-16  
Date