

## **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (MOU) is entered into between the Department of Corrections, the Department of Justice and the Supreme Court Administrator.

### **I. PURPOSE**

The purpose of this MOU is to assist the Montana Departments of Justice and Corrections, and the Court Administrator's Office to plan and implement a Statewide Automated Victim Information and Notification Program (SAVIN). SAVIN will protect crime victims from further victimization and ensure that a victim's legal rights are honored. This MOU is contingent on Montana receiving the requested Montana SAVIN 05 grant from the Bureau of Justice Assistance, USDOJ. If awarded, the Montana Department of Justice will be the managing agency for the Montana SAVIN 05 grant program.

The SAVIN program will improve criminal justice decisions by ensuring that victims are given timely and accurate information needed to fully participate in the judicial process (ie) information regarding arrest, incarceration, prosecution, conviction, and/or placement in community supervision).

Finally, this statewide system will enable assessment of victim interaction with the criminal justice system while at the same time, ensuring total anonymity of the victim.

All final decisions will be made by the Executive Committee with the advice and counsel of the Advisory Group.

### **II. ORGANIZATION**

**A. Executive Committee** -The Attorney General, Court Administrator and the Director of the Department of Corrections or their designees shall comprise the "Executive Committee." The Executive Committee represents agencies of the state with a vested interest in providing services to crime victims. The Executive Committee has the authority to dedicate resources to further the mission and goals of SAVIN. The designated members of the Executive Committee will also select a victim advocate to served on the Executive Committee and represent the interests of victims.

**B. SAVIN Advisory Group** - The following representatives will be invited to participate in the SAVIN Advisory Group:

- Victim Advocate Representative \*
- Department of Justice \*

- Department of Corrections #
- Supreme Court Administrator -
- Department of Public Health and Human Services
- Department of Administration, Information Services Division
- District Court Judge -
- Clerk of Court (District Court) -
- Commission on Courts of Limited Jurisdiction -
- Clerk of Court (Limited Jurisdiction Court) -
- Juvenile Probation Officers -
- Montana Sheriffs and Peace Officers Association \*
- Montana Association of Chiefs of Police \*
- County Attorneys \*
- Montana Association of Counties \*
- League of Cities and Towns \*
- Board of Parole #
- Montana Senate \*
- Montana House of Representatives \*
- Montana Tribal Representative (Selected by the Executive Committee)

Those identified with an asterisk will be appointed by the Attorney General, those identified with a dash by the Supreme Court Administrator and those identified by a number sign by the Director of the Dept. of Corrections.

**C. SAVIN Advisory Group Subcommittees** - The SAVIN Advisory Group will establish subcommittees to develop plans and recommendations on policy, operation, and technical needs. Membership in the subcommittees is not limited to SAVIN Advisory Group members, but may include subject experts in related fields that are recruited to assist in the preparation of work products.

### **III. RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE**

The Executive Committee is responsible for the following actions:

- (1) Determining the resources to be made available to further the purposes of this MOU; and
- (2) Approving or rejecting the SAVIN Advisory Group's recommendations.

### **IV. RESPONSIBILITIES OF THE SAVIN ADVISORY GROUP**

The SAVIN Advisory Group is responsible for the following actions:

- (1) Advising and making recommendations to the Executive Committee on policy issues, technical issues, and any other issues necessary for improving the effectiveness and efficiency of information services available to victims, the state and local justice and law enforcement agencies;
- (2) Continually reviewing and recommending changes to the organizational

structure created by this MOU to ensure the long term success of SAVIN coordination; and

(3) Continually reviewing and recommending any changes in governance, state policies or legislation needed to meet and sustain the goal of long term SAVIN coordination.

#### **V. RESPONSIBILITIES OF THE SAVIN ADVISORY GROUP'S SUBCOMMITTEES**

The SAVIN Advisory Group's subcommittees are responsible for:

- (1) Developing plans and recommendations on policy;
- (2) Developing plans and recommendations on operations; and
- (3) Developing plans and recommendations on technical needs.

#### **VI. JOINT RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE AND SAVIN ADVISORY GROUP**

The Executive Committee and the SAVIN Advisory Group shall determine what future grants and other funding alternatives will:

- (1) maximize the use of all available resources;
- (2) meet the needs of victims as well as the entire criminal justice community; and
- (3) avoid duplication of the efforts of the various criminal justice agencies.

#### **VII. FINANCING**

The parties to this MOU shall be responsible for any expenses incurred in carrying out the objectives of this agreement. However, the BJA Grant will provide funding for up to four SAVIN Advisory Group meetings per year.

#### **VIII. EFFECTIVE DATE AND TERMINATION**

This MOU shall be effective August 2005, through December 31, 2007. All of this agreement, or any designated services covered by this agreement, may be terminated by any party at any time, with or without cause, upon no less than thirty (30) days written notice.

#### **IX. RENEWAL**

This MOU may be renewed for additional two-year periods upon the mutual consent of the Department of Justice, Department of Corrections and the Montana Supreme Court.

#### **X. MODIFICATION OF MOU**

This MOU may not be modified, except in writing signed by the representative of each party.


#### **XI. Agency Contacts**

The following persons shall serve as agency contacts for purposes of this MOU:

1. Department of Corrections:
2. Department of Justice:
3. Montana Supreme Court:

## XII. SIGNATURES

Director of Dept. of Corrections

By: Date:   
(name) *Bill Sawyer*  
(title) *Director*

Department of Justice

By: Date:   
(name) *M. L. Ross*  
(title)

Montana Supreme Court, Office of Court Administrator

By: Date: *9-19-05*  
(name) *Jim Oppedal*  
(title) *Court Administrator*

