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**NAPA POLICE DEPARTMENT**

**TO: Whom it May Concern**  
**FROM: Captain Chris Pacheco**  
**SUBJECT: Memorandum of Understanding – LESU Domestic Violence Grant**

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This Memorandum of Understanding (MOU) stands as evidence that the Napa Police Department (NPD), Napa District Attorney's Office Victim Services and NEWS (a domestic violence and sexual assault/rape crisis service provider) intend to work together toward the mutual goal of providing the maximum available assistance to victims of domestic violence who reside within Napa County. NPD and NEWS are committed to fostering an atmosphere of cooperation and will work collaboratively to provide support, share necessary information when legally allowed all while working to reduce the trauma to victims of crime and their children and provide comprehensive services.

NPD, Napa District Attorney's Office Victim Services and NEWS have come together to collaborate and receive the Law Enforcement Specialized Units (LESU) program grant. NPD will be the implementing agency and NEWS has agreed to be the participating agency. Upon being awarded the LESU grant, NPD and NEWS agree that for the duration of the awarded grant and Services Agreement; the agencies will coordinate, abide by and/or provide the following:

1. The NPD will provide financial oversight of the grant.
2. The NPD will provide a full time Domestic Violence Detective who will be responsible for implementing and overseeing all program components listed in the LESU Programs grant. The Detective will also provide support to Victim Witness and the Napa County District Attorney's office.
3. NEWS will provide a full time Domestic Violence Counselor, who will work with the LESU DV Detective and be responsible for implementing the program components for victim advocacy listed in the LESU programs grant.
4. The Napa Police Department will provide compensation to NEWS for the salary of the Domestic Violence Counselor in conjunction with the LESU grant, not to exceed \$70,907.20. NEWS will provide monthly invoices, which will be used to obtain reimbursement from the grant to NPD in order to receive compensation.
5. The NPD will provide limited access to Napa Police Department as needed to the Domestic Violence Counselor. This should not limit the ability to foster collaboration between the detective and counselor and it is recommended they be provided workspaces near each other.

## ATTACHMENT 4

6. The Domestic Violence Detective and Domestic Violence Counselor will collaborate, and complete program components listed under the “Training” section set forth in the LESU Program grant. This should include but is not limited to:
  - a. NEWS should provide in-service training to NPD officers at least once per year or as needed regarding services provided by NEWS, protocol updates and/ or other pertinent information.
  - b. Napa Police Department DV Detective should provide at least one (1) annual in-service training to NEWS volunteers as part of the Domestic Violence Counselor Training. This would not prevent additional training as needed.
7. The Domestic Violence Detective and Domestic Violence Counselor will collaborate, and complete program components listed under the “Protocols for Sustainable Response” section set forth in the LESU Program grant. This should include but is not limited to:
  - a. NEWS staff should be readily accessible to NPD personnel to provide crisis intervention, counseling, accompaniment, and advocacy to victims of domestic violence. NEWS should be available on either the business phone line or the 24-hour crisis line.
  - b. NEWS Domestic Violence Response Team (DVRT) will provide emergency response to the scene of domestic violence when contacted by NPD. DVRT advocate should respond to the scene within 30 minutes of NPD officers contacting the NEWS 24-hour crisis line.
  - c. NEWS should discuss reporting options and law enforcement procedures and will offer support services to clients who are considering making police reports regarding domestic violence.
  - d. NPD officers will be available to NEWS staff and clients 24/7 through the Napa Dispatch Center or 911 if there is an emergency.
8. The Domestic Violence Detective and Counselor will collaborate and compile all required data and complete all reports as required by the LESU Programs grant.
9. The NPD will provide an unmarked law enforcement vehicle for use by the Domestic Violence Detective and Counselor. This vehicle shall be utilized to conduct follow-up investigations and home visits to families requiring services. At no time may the Counselor operate the emergency lighting or siren.
10. The NPD will provide the Domestic Violence Detective and Domestic Violence Counselor with necessary and needed equipment to effectively complete their assignment. These purchases shall be approved by the NPD Special Operations Lieutenant to ensure they align with the mission and budget of the grant and program.

By signing below, Napa Police Department and NEWS agree all compensation and the scope of services will abide by the LESU grant, this MOU and the Services Agreement (Professional Services) competed by the City of Napa.

**ATTACHMENT 4**

We, the undersigned, as authorized representatives of the Napa Police Department, Napa District Attorney's Office Victim Services and NEWS do hereby approve this document and its provisions.

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Jennifer Gonzales, Chief of Police

Napa Police Department

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Date

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Tracy Lamb, Executive Director

NEWS

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Date

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Allison Haley, District Attorney

Napa County District Attorney's Office

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Date