

## **Memorandum of Understanding**

**Between**

### **The Rape Crisis Center and Webb County Jail**

#### **1) Parties**

This Agreement is entered into by and between The Rape Crisis Center (RCC) and Webb County Jail.

#### **2) Purpose of the Memorandum of Understanding (MOU)**

The purpose of this MOU is to describe the responsibilities of the parties as they relate to the crisis intervention services provided by the PREA Support Hotline, a program of the RCC. The parties will work together to ensure that confidential support is available to inmates who have been impacted by sexual violence.

#### **3) Term, Termination, and Amendment(s) of the MOU**

##### **I) Term**

The term of this agreement shall begin on **February 5, 2018** and remain in place unless terminated as described herein. The parties agree that the MOU will renew automatically from year to year, with the option to make adjustments as needed. The continued availability of PREA Support Hotline services is contingent on funding received by the RCC.

##### **II) Termination**

The participation of either party may be terminated without penalty or liability at any time during the term by giving written notice at least thirty days in advance.

##### **III) Amendment(s)**

Any alterations, additions, or deletions to this MOU shall be established in writing and may only be executed by authorized representatives of The Rape Crisis Center and Webb County Jail.

#### **4) Responsibilities of the Parties**

##### **I) The Rape Crisis Center agrees to:**

- a) Staff a hotline seven days a week and 24 hours a day to provide crisis intervention services to any inmate who has been affected by sexual assault or harassment.
- b) Work with Webb County Jail officials to obtain security clearance for hotline Advocates; and follow all institutional guidelines for safety and security.
- c) Maintain confidentiality, as outlined by RCC standards.
- d) Inform the facility's PREA contact person of any emergency mental health needs of an inmate, with proper consent, and without disclosing anything beyond the immediate concern.
- e) Obtain the survivor's consent prior to contacting Webb County Jail or other third parties to report an incident of sexual violence or express concerns related to the inmate's safety or well-being.

- f) Follow RCC standards and state and federal mandates to report any abuse or suspected abuse of a minor to the appropriate authorities; then inform the facility's PREA contact person that a report was made.
- g) Provide inmates with referrals for treatment at local rape crisis centers or other social service agencies after release.
- h) Terminate call if an inmate's need for services is not, or is no longer, primarily motivated by a desire to heal from sexual violence.
- i) Provide relevant training to Webb County Jail staff members, as needed. Training topics may include the dynamics of sexual assault and harassment, survivor sensitivity, and hotline procedures. For facilities outside of Bexar County, the availability of in-person training sessions will depend on the schedules and travel budgets of PREA Support Hotline representatives.
- j) Communicate any questions or concerns to Webb County Jail's PREA contact person.

**II) Webb County Jail agrees to:**

- a) Make involvement of RCC Advocates by phone a component of the standard response to a report or request for help from a survivor of sexual violence.
- b) Provide for logistical needs, such as making a confidential hotline available to inmates.
- c) Establish and maintain an operating document that outlines how to provide the means for an inmate to call the PREA Support Hotline, regardless of when or where the sexual violence occurred and whether or not it was reported.
- d) Provide the RCC with information regarding the facility's sexual assault reporting and response procedures. This will include a description of the reporting options available to inmates, as well as instructions for making a third party report if needed.
- e) Respect the nature of privileged communication between the inmate and Advocate.
- f) Facilitate follow-up and ongoing contact between the inmate and Advocate, without regard to the presence or status of an investigation.
- g) Educate Webb County Jail staff members regarding the availability and purpose of the PREA Support Hotline.
- h) Inform inmates about the hotline program through any or all of the following means:
  - Inmate orientation classes and videos;
  - Referrals from medical and mental health service providers and institutional investigators; and
  - Brochures and posters placed throughout the facility.
- i) Include the following topics in inmate education programs and materials:
  - The difference between a confidential support hotline and a reporting hotline, with dialing instructions for each option; and
  - Availability of confidential support, regardless of when or where the sexual violence occurred and whether or not it was reported.
- j) Make an effort to identify and deter inmates who repeatedly misuse hotline services by making prank calls or discussing concerns unrelated to sexual violence.

k) Communicate any questions or concerns to the RCC's PREA contact person.

**5) Contact Representatives**

The following individuals are designated as representatives of each party and shall communicate as needed to ensure the success of the project.

**RCC Contact Partner:**

Alison Hom, PREA Support Hotline Coordinator

Address: 4606 Centerview Drive, Suite 200

San Antonio, TX 78212

Phone: 210-293-9902

Email: [ahom@rapecrisis.com](mailto:ahom@rapecrisis.com)

**Webb County Jail Contact Partner:**

Ana L. Aranda, PREA Coordinator

Address: 902 Victoria St.

Laredo, TX 78040

Phone: 956-523-4553

Email: [alaranda@webbcountytexas.gov](mailto:alaranda@webbcountytexas.gov)

**6) Authorized Signatures**

The undersigned parties bind themselves to the faithful performance of this MOU, beginning on the dates indicated below.

\_\_\_\_\_  
Deana Franks, Interim Executive Director  
The Rape Crisis Center

\_\_\_\_\_  
Date

\_\_\_\_\_  
Martin Cuellar Jr.  
Sheriff

\_\_\_\_\_  
Date