

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 August 9, 2021 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 the 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)** Respond to any letters sent by inmates in a timely manner, offering support, coping strategies, information, and referrals.
- c)** Work with Webb County Jail officials to obtain security clearance for hotline Advocates; and follow all institutional guidelines for safety and security.
- d)** Maintain confidentiality, as outlined by RCC standards.
- e)** 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.

- f) 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.
- g) 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.
- h) Provide inmates with referrals for treatment at local rape crisis centers or other social service agencies after release.
- i) 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.
- j) Design and print posters, information cards, and contact cards that can be used to promote awareness of confidential support services within the facility.
- k) 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.
- l) 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 or mail 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) To demonstrate that the phone line is working properly, place a scheduled test call from an inmate phone to the hotline. Subsequent test calls should be made on a quarterly basis.
- e) 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.
- f) Provide the RCC with a means of contacting the jail at any time to report an emergency mental health need related to the safety of an inmate or staff member (e.g., an inmate who has stated an intent to harm him or herself or someone else in the facility).
- g) Invite PREA Support Hotline representatives to take an initial tour of the facility within three months of the start of hotline services. Schedule appointments for follow-up visits as needed, at the request of the RCC's Hotline Coordinator.
- h) Respect the nature of privileged communication between the inmate and Advocate.

- i) Classify written correspondence between an inmate and the RCC as privileged mail, which should be opened only in the presence of the inmate.
- j) Facilitate follow-up and ongoing contact between the inmate and Advocate, without regard to the presence or status of an investigation.
- k) Educate Webb County Jail staff members regarding the availability and purpose of the PREA Support Hotline and correspondence program.
- l) Inform inmates about the hotline and correspondence 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.
- m) 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.
- n) Make an effort to identify and deter inmates who repeatedly misuse hotline services by making prank calls or discussing concerns unrelated to sexual violence.
- o) Communicate any questions or concerns to the PREA Support Hotline Coordinator.

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:

Alicia Lucky, PREA Support Hotline Coordinator

Address: 4606 Centerview Drive, Suite 200

San Antonio, TX 78212

Phone: 210-293-9901

Email: Alucky@rapecrisis.com

Somayeh Kolb, Director of Programs

Address: 4606 Centerview Drive, Suite 200

San Antonio, TX 78212

Phone: 210-293-9946

Email: SKolb@rapecrisis.com

Webb County Jail Contact Partner:

Jessica Valdez, PREA Coordinator

Address: 1001 Washington Street

Laredo TX 78040

Phone: 956-523-4495

Email: jvaldez@webbcountytx.gov

6) Authorized Signatures

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

Audra Atzger, Chief Executive Officer
The Rape Crisis Center

Date

Martin Cuellar, Webb County Sheriff

Date