



Victim Notification

Law Enforcement, Victim Advocate, & MDT Memorandum of Understanding TEMPLATE

The following outlines a suggested working agreement/MOU for law enforcement & partnering victim/survivor advocacy agency to utilize as they plan and develop their victim notification process for cold case sexual assaults.

Planning Phase

Each victim notification (VN) will be done by an officer from _____ (LE agency), and an advocate from _____ (Rape Crisis Center/Advocacy agency).

The law enforcement agency will *share case files* with the victim/survivor advocate conducting the notification. If applicable, the advocate will sign a *confidentiality form* provided by the LE agency, regarding case details.

The individuals involved in notifications will work together to develop a *tailored VN plan* for each victim/survivor prior to making initial contact.

If the notification involves a *minor*, the individuals will work with their multi-disciplinary team (MDT) to discuss HOW and IF a VN should be done.

Similarly, if a VN could place the victim/survivor in danger, i.e. **domestic violence** involved, V/S is **elderly** or very **ill**, the individuals will work with their multi-disciplinary team (MDT) to discuss HOW and IF a VN should be done.

All notifications will be made to victims/survivors within **3 months** of receiving lab results on their SAK. In the unusual circumstance that this timeframe will not be met, the individuals will notify the NC SAKI Coordinator to explain the reason and provide an updated timeline.

Following initial VN

After each notification, the LE officer and advocate will *debrief* how it went. The advocate will document the overall experience and what they could have done differently, on the [Advocate VN Record](#) (Link to the tool is at the bottom of the page). They will also present a summary of their VN experiences: successes, challenges, and lessons learned, with their MDT at the next meeting.

The individuals involved in notifications will work with their MDT to develop a plan to keep victims/survivors *informed* on what to expect throughout the investigation/criminal justice process, as well as to provide updates on the progress of their case.

The individuals involved in notifications will work with their MDT to develop a plan to provide *consistent communication* throughout the investigation/criminal justice process.

The individuals involved in notifications and MDT members will participate in ongoing, cultural competency, trauma-informed, and victim-centered *training* opportunities.

Lastly, the individuals involved in notifications and all members of the MDT will *ensure* that:

- Victims/survivors receive efficient *resources*;
- MDT members have a unified practice of contacting victims/survivors and maintaining *accountability* in victim engagement and follow-up;
- Everyone works to have personal, *authentic interactions* with victims/survivors and to be a pioneer in advocating for the justice each victim/survivor deserves.

Signed:

Law Enforcement Agency Chief/Sheriff (Print/Sign)

Date

Rape Crisis Center/Advocacy Agency ED (Print/Sign)

Date

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