

## **Memorandum of Understanding**

Whereas, Crisis Intervention Services (hereinafter "CIS") has offered to train and supervise certain Drake University students to provide crisis advocacy services to fellow Drake students who identify themselves as victims of sexual assault and who wish to avail themselves of such services; and

Whereas, the Drake University students rendering those services provided for hereunder shall be collectively known and referred to herein as the "Violence Intervention Partner Advocacy Team" (hereinafter "VIP Team") and its individual members shall be known and referred to herein as "VIP Volunteers"; and

Whereas Drake University, through its Coordinator for Sexual Violence Response and Healthy Relationship Promotion (hereinafter "Drake University Liaison") will act as the University liaison to CIS, the VIP Team and VIP Volunteers; and

Whereas, the CIS and Drake University enter into this MOU in order to set forth the services to be provided hereunder and the terms and conditions associated with those services.

### **Description of Crisis Intervention Services Program**

CIS is a non-profit organization established in 1997 to provide assistance to crime victims regardless of race, gender, age, ethnicity, sexual orientation, or physical or mental disabilities. CIS provides a continuum of proactive services and advocacy to victims/survivors of crime. CIS promotes a safe and caring community through public education and collaboration. CIS provides crisis intervention and on-going supportive services. These services are provided regardless of law enforcement involvement or length of time since the assault or abuse. CIS has a 24 hour crisis response service, provides referrals to the Crime Victim Compensation Program and appropriate community services, and advocates with the judicial system and law enforcement agencies. In addition, CIS offers a 24/7 crisis line, safety planning, support groups, child advocacy, hospital and medical response, and financial empowerment classes. Finally, CIS conducts public education, age appropriate education in the school system and can provide community debriefings. All of CIS' services are free, voluntary and confidential.

### **Purpose and Goal of MOU**

The primary goal of this MOU is to assist Drake University students with an additional avenue for confidential, compassionate, informed sexual assault response support. The opportunities and services to be made available to Drake students through this MOU are consistent with the mission and strategic priorities of Drake University which seek to provide Drake University students with opportunities to develop meaningful personal lives, collaborative learning, and community engagement.

The mission of the VIP is to provide peer-based intervention to fellow Drake students in crisis, a victim-centered trauma informed response to sexual assault crimes that are often not reported to professionals. VIP will operate as a crisis advocacy response team to raise awareness about sexual violence on campus and VIP Volunteers will provide direct crisis intervention outreach to student victims in a confidential manner under the *Iowa Code 915.20A Victim Counselor Privilege*. VIP Volunteers will be

accessible 24 hours a day during the in session school year (Fall/Spring terms, excluding all breaks/holidays).

Now, therefore, it is hereby agreed as follows:

#### **I. Roles and Responsibilities**


1. Drake students who are not employed in any capacity by Drake University may apply to become VIP Volunteers. The Drake University Liaison will assist in recruiting applicants for membership as VIP Volunteers. Applicants who have been sanctioned under Drake's conduct management system will not be eligible for consideration. The Drake University Liaison will refer eligible applicants to CIS for consideration. CIS will interview eligible applicants and select those who may serve as VIP Volunteers subject to satisfactory background check results.
2. A criminal background check will be completed by CIS on those selected to become VIP Volunteers. These costs will be reimbursed by Drake University from funds designated to support volunteer service and community support within 30 days of the University Liaison's receipt of invoices from CIS.
3. CIS will provide the mandatory training for VIP Volunteers at least once each academic year. No VIP Volunteer will be permitted to perform any services referred to hereunder unless and until she or he has completed this mandatory training and has been certified by CIS and the state standards under Iowa Code §915.20. CIS may decide upon the completion of training that not all participants are currently suited to become VIP Volunteers and will inform the Drake University Liaison.
4. Pursuant to Iowa Code §915.20A.1.b, CIS will constitute the "*crime victim center*" for any and all services performed by the VIP Team and VIP Volunteers and each of them will be under the control of a direct services supervisor of CIS. As such the VIP Team and VIP Volunteers shall be considered agents of CIS while performing the services provided for hereunder. Under no circumstances will any Drake student be deemed to be an agent or employee acting for or on behalf of Drake University while performing services as a member of the VIP Team or as a VIP Volunteer.
5. During the term of this MOU, CIS will maintain professional liability and general liability insurance covering CIS and its agents in the amount of Two Million Dollars (2,000,000) per occurrence. CIS shall provide Drake University with a certificate of such insurance prior to commencement of the services to be provided hereunder by the VIP Team and VIP Volunteers.
6. A trained and certified CIS supervisor will meet monthly with the VIP Volunteers to provide refresher training, case consultation, and debriefing with those VIP Volunteers who have been called upon to assist student victims of assault.
7. VIP Volunteers will provide initial direct assistance to victims of sexual assault on campus and then refer victims to appropriate local agencies for any acute and/or long-term advocacy needs.
8. CIS will develop VIP protocols and procedures in compliance with applicable laws and regulations.
9. The Drake University Liaison will create the on-call schedule for VIP Volunteers and she will also provide training to VIP Volunteers on applicable Drake University policies and procedures.

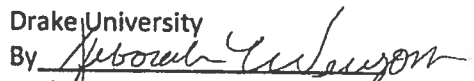
10. VIP Volunteers operate under the exclusive auspices of CIS and they are therefore required to comply with all CIS policies and procedures and all VIP Team policies and procedures in order to remain eligible to serve as provided for hereunder. Failure to do so may result in the immediate termination with the VIP Volunteer program.
11. If the Drake University Liaison becomes aware of any issues regarding the administration of CIS protocols or procedures, or regarding the adherence to such protocols or procedures by the VIP Team or any VIP Volunteer, she shall consult with CIS.
12. CIS will purchase and pay the monthly operating fee for a phone to be used by VIP Volunteers in responding to calls for the crisis intervention services to be provided hereunder. These costs will be reimbursed from funds designated to support volunteer service and community support within 30 days of the University Liaison's receipt of monthly invoices from CIS.
13. CIS will be responsible for the phone roll over to their agency when a VIP Volunteer is unavailable and/or the VIP Team is not in service.

**II. Miscellaneous**


1. The parties understand and agree that no compensation will be paid by Drake University directly to CIS or to any supervisors/liasons for any of the services to be provided for hereunder.
2. Either party may terminate this MOU upon 30 days prior written notice to the other party.
3. The parties' ongoing commitment to this MOU will be contingent on adequate funding being available for each party to fulfill its respective obligations hereunder.

We, the undersigned freely and voluntarily enter into this MOU.

Crisis Intervention Services Center  
By   
CIS Director  
Date 3/18-2014

Drake University  
By   
Drake University Vice President of Finance and Administration  
Date 3/4/14

Reviewed and Acknowledged By:

  
Drake University Coordinator for Sexual Violence Response  
Date 3/19/14