

**MEMORANDUM OF UNDERSTANDING**  
**for the**  
**DOMESTIC VIOLENCE RESPONSE TEAM PROGRAM**

It is hereby agreed among the New York City Mayor's Office to Combat Domestic Violence ("OCDV"), the New York City Police Department ("NYPD"), the Office of the District Attorney, Richmond County, New York City Health and Hospitals Corporation ("HHC"), New York City Department of Correction ("DOC"), New York City Department of Probation ("DOP"), New York City Administration for Children's Services ("ACS"), New York City Human Resources Administration ("HRA"), New York City Housing Authority ("NYCHA"), New York City Department for the Aging ("DFTA"), New York City Department of Homeless Services ("DHS"), and the New York State Department of Corrections and Community Supervision ("DOCCS"):

WHEREAS, in January 2011 Mayor Michael R. Bloomberg announced the creation of the Domestic Violence Response Team ("DVRT") in Staten Island. The team consists of representatives from City agencies and Community Based Organizations ("CBOs"), to assist the victims and children most at risk from domestic violence.

WHEREAS, the mission of DVRT is to create a model of interagency collaboration to enhance the provision of effective, efficient and comprehensive services to domestic violence victims and to ensure the safety of those victims and their children. The DVRT model facilitates interagency communication and coordination in order to assess the service and safety needs of the DVRT Client and outline the services that each agency commits to providing. By focusing on the provision of services to high-risk domestic violence victims in Staten Island, the DVRT program will enhance the City's ability to reduce domestic violence and develop recommendations to enhance the delivery of services to domestic violence victims in Staten Island and Citywide.

This present Memorandum of Understanding represents the threshold obligations of each signatory agency for their participation in DVRT.

The cases for DVRT will be selected from within the confines of all three precincts on Staten Island - the 120<sup>th</sup>, 122<sup>nd</sup> and 123<sup>rd</sup>. Referrals for cases to be considered for DVRT will be received from the New York City Police Department ("NYPD"), independent community-based organizations ("CBOs") and City agencies. Once cases have been selected for DVRT, a DVRT staff member or the assigned advocate from a CBO will ask the Client if the Client is interested in participating. If the Client or any of her/his children are represented by counsel, s/he will be advised to consult with her/his attorney before deciding whether or not to participate in DVRT. If the Client chooses to participate in DVRT, s/he will meet with the DVRT Assistant Director and a CBO advocate, the DVRT program will be explained in depth, and s/he will sign an authorization for the release and exchange of non-privileged information from selected City agencies and CBOs. All DVRT Clients will work directly with an advocate from a CBO during their participation in DVRT. Once the Client has signed the release, her/his case will begin to receive an enhanced attention intended to improve the delivery of services from City agencies and CBOs offered by DVRT.

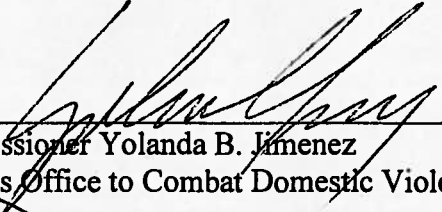
Participants' cases will be discussed at regular meetings of the DVRT Team. The DVRT Team is composed of representatives from the various City agencies and CBOs that provide services to victims of domestic violence, as needed for particular cases and as appropriate given the protection of client confidentiality. This team will meet regularly to discuss cases and develop DVRT Team Action Plans for each DVRT Client. Each signatory agency will designate at least one DVRT Team representative or DVRT liaison who will be responsible for carrying out the Protocols as detailed for that agency. All DVRT Team members will work together to tailor the DVRT Team Action Plan to respond to each Client's evolving needs and concerns with the goal of enhancing the safety and self-sufficiency of the Client and her/his children.

For all DVRT cases, DVRT staff will maintain contact with the DVRT Team representatives or liaisons at the City agencies and CBOs. This approach is designed to ensure long-term advocacy and case management until the DVRT Client receives all needed services. The DVRT Team will conclude its oversight of and collaboration on a case no sooner than six months after the date of intake of the case. DVRT retains the discretion to continue participation in a case beyond six months if it is deemed warranted by DVRT. Clients participating in DVRT may choose to withdraw from the DVRT program at any time.

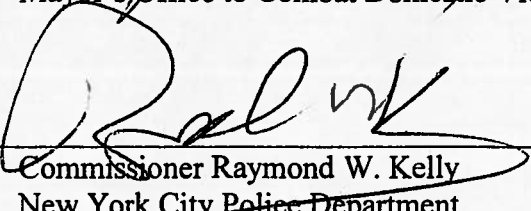
We, the undersigned agencies, agree to participate in the Domestic Violence Response Team as outlined in the Protocols by Agency. [See Attachment A]

All agencies agree to share information regarding the DVRT Clients with one another to the extent permitted by law and agreed by the Client, with the objective of keeping the Client and her/his children safe by providing an efficient and coordinated response. Agencies will not divulge confidential information, except to the extent permitted by the Client. All agencies agree to respect the choices and opinions of the Client, ensuring that s/he remains an active partner in the creation and implementation of the DVRT Team Action Plan to provide services. All agencies will maintain the confidentiality of all records and files, and each DVRT Team member will sign a statement confirming that each participant understands the obligation to maintain the confidentiality of all records. No DVRT Team Action Plan developed by DVRT will be considered by any agency to be a barrier to service, and no Client will be penalized for choosing to resolve her/his situation in a way other than that developed in the DVRT Team Action Plan.

Date

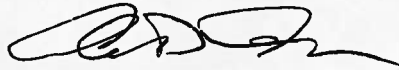
  
Commissioner Yolanda B. Jimenez  
Mayor's Office to Combat Domestic Violence

Date

  
Commissioner Raymond W. Kelly  
New York City Police Department

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Date District Attorney Daniel M. Donovan  
Office of the Richmond County District Attorney



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Date President Alan D. Aviles  
New York City Health and Hospitals Corporation

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Date Commissioner Dora B. Schiro  
New York City Department of Correction

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Date Commissioner Vincent N. Schiraldi  
New York City Department of Probation

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Date Commissioner Ronald E. Richter  
Administration for Children's Services

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Date Commissioner Robert Doar  
Human Resources Administration

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Date Chairman John B. Rhea  
New York City Housing Authority

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Date Commissioner Lilliam Barrios-Paoli  
Department for the Aging

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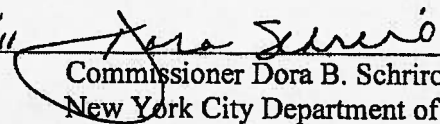
Date Commissioner Seth Diamond  
Department of Homeless Services

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Date Commissioner Brian Fischer  
Department of Corrections and Community Supervision

Date District Attorney Daniel M. Donovan  
Office of the Richmond County District Attorney

Date President Alan D. Aviles  
New York City Health and Hospitals Corporation

11/9/11   
Date Commissioner Dora B. Schiro  
New York City Department of Correction

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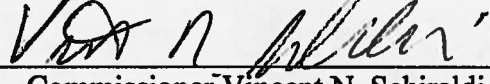
Date District Attorney Daniel M. Donovan  
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New York City Health and Hospitals Corporation

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10/20/11   
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New York City Department of Probation

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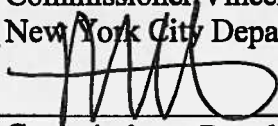
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New York City Department of Probation



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New York City Department of Probation


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Date Commissioner Ronald E. Richter  
Administration for Children's Services

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Date Commissioner Robert Doar  
Human Resources Administration

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12/8/11   
Date Chairman John B. Rhea  
New York City Housing Authority

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Date Commissioner Lilliam Barrios-Paoli  
Department for the Aging

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Department of Homeless Services

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Department of Corrections and Community Supervision



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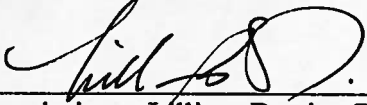
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Date Commissioner Robert Doar  
Human Resources Administration

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Date Chairman John B. Rhea  
New York City Housing Authority

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10/26/11   
Date Commissioner Lilliam Barrios-Paoli  
Department for the Aging

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Date Commissioner Seth Diamond  
Department of Homeless Services

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Date Commissioner Brian Fischer  
Department of Corrections and Community Supervision

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**Date**            **District Attorney Daniel M. Donovan**  
**Office of the Richmond County District Attorney**

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**Date**            **President Alan D. Aviles**  
**New York City Health and Hospitals Corporation**

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**Date**            **Commissioner Dora B. Schiro**  
**New York City Department of Correction**

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**Date**            **Commissioner Vincent N. Schiraldi**  
**New York City Department of Probation**

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**Date**            **Commissioner Ronald E. Richter**  
**Administration for Children's Services**

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**Date**            **Commissioner Robert Doar**  
**Human Resources Administration**

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**Date**            **Chairman John B. Rhea**  
**New York City Housing Authority**

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**Date**            **Commissioner Lilliam Barrios-Paoli**  
**Department for the Aging**

11/30/11

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**Date**            **Commissioner Seth Diamond**  
**Department of Homeless Services**

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**Department of Corrections and Community Supervision**

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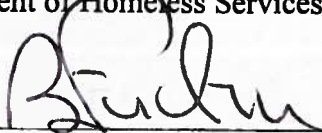
Date Chairman John B. Rhea  
New York City Housing Authority

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Date Commissioner Lilliam Barrios-Paoli  
Department for the Aging

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Date Commissioner Seth Diamond  
Department of Homeless Services

11/16/11 

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Date Commissioner Brian Fischer  
Department of Corrections and Community Supervision

**MEMORANDUM OF UNDERSTANDING  
for the  
Domestic Violence Response Team Program**

**PROTOCOLS BY AGENCY**

**Mayor's Office to Combat Domestic Violence**

The Mayor's Office to Combat Domestic Violence ("OCDV") will be responsible for the following:

The designation of one DVRT Director, whose duties will include:

- 1) Administering the DVRT program, including supervising the activities of the DVRT Assistant Director and working in coordination with the DVRT Team consisting of representatives from City agencies and CBOs;
- 2) Working with other City agencies and CBOs to review and update protocols and procedures as needed;
- 3) Overseeing development and implementation of training for DVRT Team members;
- 4) Overseeing and monitoring all DVRT cases;
- 5) Organizing and conducting training and outreach in the designated DVRT communities;
- 6) Partnering with and including a broad range of community service providers and partners in the DVRT program;
- 7) Quantifying the results of the DVRT program and overseeing research projects regarding DVRT results;
- 8) Attending and chairing regular DVRT Team meetings;
- 9) Working cooperatively with other DVRT Team members to achieve the goals and purposes of DVRT.

The designation of one DVRT Assistant Director, whose duties will include:

- 1) Overseeing all DVRT cases within the confines of the three precincts in Staten Island - 120<sup>th</sup>, 122<sup>nd</sup> and 123<sup>rd</sup>;
- 2) Managing the selection and handling of all new DVRT cases;
- 3) Participating in the selection of cases which are referred to DVRT from NYPD, other City agencies, and CBOs;
- 4) Attending the initial meeting with each DVRT Client, along with an advocate from a CBO, at a safe location;
- 5) Explaining the DVRT program to the Client, as well as the content of any forms for her/his signature; when the Client is interested in participating, obtaining a signed release form from the Client which allows CBOs and City agency participation; and contacting City agencies to collect relevant information regarding each DVRT Client

**MEMORANDUM OF UNDERSTANDING  
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**PROTOCOLS BY AGENCY**

- 6) Coordinating regularly with the CBO advocates assigned to each DVRT Client to ensure ongoing support of and communication with the Client;
- 7) Preparing all DVRT cases for monthly case conference by the DVRT Team and attending the regular DVRT Team meeting;
- 8) Sharing the DVRT Team Action Plans for each case after each DVRT Team meeting;
- 9) Overseeing the communication of the DVRT Team Action Plan to each DVRT Client and monitoring the provision of services as outlined in the DVRT Team Action Plan;
- 10) Briefing the DVRT Director regularly on status of cases;
- 11) Maintaining updated status on all DVRT Clients;
- 12) Maintaining confidentiality for all DVRT Clients;
- 13) Working cooperatively with other DVRT Team members to achieve the goals and purposes of DVRT.

Any and all actions by the Mayor's Office to Combat Domestic Violence and its staff shall be provided in adherence to the mandates of federal, state and local laws and regulations.

**MEMORANDUM OF UNDERSTANDING  
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Domestic Violence Response Team Program**

**PROTOCOLS BY AGENCY**

**New York City Police Department**

The New York City Police Department ("NYPD") will be responsible for the following within the three precincts on Staten Island – the 120<sup>th</sup>, 122<sup>nd</sup> and 123<sup>rd</sup>:

The designation of one DVRT Team representative whose duties include:

- 1) Reviewing and selecting cases to present to the designated precinct supervisor to refer for inclusion in the DVRT program;
- 2) Accessing appropriate police information systems – including the DIR database, NYSPIN and the NYPD Orders of Protection database - and ensuring up-to-date information for DVRT Clients;
- 3) Sharing relevant case information about victims/Clients, offenders and other household members and reviewing DVRT cases with DVRT staff and the CBO advocate;
- 4) Attending regular DVRT Team meetings as requested by DVRT;
- 5) Working cooperatively with other DVRT Team members to achieve the goals and purposes of DVRT.

Any and all actions by the New York City Police Department and its staff shall be provided in adherence to the mandates of federal, state and local laws and regulations.

**MEMORANDUM OF UNDERSTANDING  
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Domestic Violence Response Team Program**

**PROTOCOLS BY AGENCY**

**Office of the District Attorney, Richmond County**

The Office of the District Attorney, Richmond County, will be responsible for the following:

The designation of one DVRT Team representative within the Sex Crimes/Special Victims Bureau, whose role includes:

- 1) Serving as liaison for DVRT cases and providing legal expertise regarding criminal prosecution;
- 2) Providing information about the procedural status of DVRT cases, as relevant to a current DVRT Client;
- 3) Attending regular DVRT Team meetings as requested by DVRT;
- 4) Working cooperatively with other DVRT Team members to achieve the goals and purposes of DVRT.

Any and all actions by the Richmond County District Attorney's Office and its staff shall be provided in adherence to the mandates of federal, state and local laws and regulations.

**MEMORANDUM OF UNDERSTANDING  
for the  
Domestic Violence Response Team Program**

**PROTOCOLS BY AGENCY**

**New York City Department of Correction**

The New York City Department of Correction ("DOC") will be responsible for the following:

The designation of one DVRT Team representative, whose duties include:

- 1) Accessing inmate information maintained by the Department on DVRT perpetrators and providing current inmate information or incarceration history on DVRT perpetrators when requested by DVRT;
- 2) Advising DVRT of any disciplinary actions taken against the incarcerated offender when requested by DVRT;
- 3) Enforcing any Order of Protection or other Order of the court limiting the offender's behavior;
- 4) Attending regular DVRT Team meetings as requested by DVRT;
- 5) Working cooperatively with other DVRT Team members to achieve the goals and purposes of DVRT.

Any and all actions by the New York City Department of Correction and its staff shall be provided in adherence to the mandates of federal, state and local laws and regulations.



**MEMORANDUM OF UNDERSTANDING  
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Domestic Violence Response Team Program**

**PROTOCOLS BY AGENCY**

**New York City Department of Probation**

The New York City Department of Probation ("DOP") will be responsible for the following:

The designation of one DVRT Team representative, whose duties will include:

- 1) Accessing probation information maintained by the Department on DVRT probationers and providing regular updates to DVRT regarding probation status and conditions of DVRT probationers when requested by DVRT;
- 2) Conducting outreach to the Probation Officer when necessary to obtain complete case information;
- 3) Advising DVRT of any significant change in status of the DVRT probationer and consulting with other DVRT Team members regarding possible non-compliance;
- 4) Attending regular DVRT Team meetings as requested by DVRT;
- 5) Working cooperatively with other DVRT Team members to achieve the goals and purposes of DVRT.

Any and all actions by the New York City Department of Probation and its staff shall be provided in adherence to the mandates of federal, state and local laws and regulations.

**MEMORANDUM OF UNDERSTANDING  
for the  
Domestic Violence Response Team Program**

**PROTOCOLS BY AGENCY**

**Administration for Children's Services**

The Administration for Children's Services ("ACS") will be responsible for the following:

The designation of one DVRT Team representative, whose duties include:

- 1) Accessing the DVRT Client's case records to share information with DVRT when necessary, as permitted by law and the DVRT Client;
- 2) Conducting outreach to the ACS or contract agency caseworker when necessary to obtain current case information and discuss appropriate service provision;
- 3) Advising DVRT of any significant change in the status of a DVRT Client's ACS case;
- 4) Providing child welfare expertise and referrals as needed;
- 5) Attending regular DVRT Team meetings as requested by DVRT;
- 6) Working cooperatively with other DVRT Team members to achieve the goals and purposes of DVRT.

Any and all actions by the Administration for Children's Services and its staff shall be provided in adherence to the mandates of federal, state and local laws and regulations.

**MEMORANDUM OF UNDERSTANDING  
for the  
Domestic Violence Response Team Program**

**PROTOCOLS BY AGENCY**

**New York City Health and Hospitals Corporation**

The New York City Health and Hospitals Corporation ("HHC") will be responsible for the following:

The designation of one DVRT Team representative, whose duties will include:

- 1) Providing referrals and health-related information and expertise to DVRT as needed;
- 2) Attending regular DVRT Team meetings as requested by DVRT;
- 3) Working cooperatively with other DVRT Team members to achieve the goals and purposes of DVRT.

Any and all actions by the New York City Health and Hospitals Corporation and its staff shall be provided in adherence to the mandates of federal, state and local laws and regulations.

**MEMORANDUM OF UNDERSTANDING  
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Domestic Violence Response Team Program**

**PROTOCOLS BY AGENCY**

**Human Resources Administration**

The New York City Human Resources Administration (“HRA”) will be responsible for the following:

The designation of one DVRT Team representative, whose duties will include:

- 1) Accessing the DVRT Client’s case records to share information with DVRT when necessary, as permitted by law and the DVRT Client;
- 2) Conducting outreach to the HRA caseworker, or other HRA employees, to obtain current case information and discuss appropriate service provision;
- 3) Assessing DVRT Client’s needs and working as a liaison to shelter directors to assist DVRT Clients in obtaining shelter;
- 4) Attending regular DVRT Team meeting as requested by DVRT;
- 5) Working cooperatively with other DVRT Team members to achieve the goals and purposes of DVRT.

Any and all actions by the Human Resources Administration and its staff shall be provided in adherence to the mandates of federal, state and local laws and regulations.

**MEMORANDUM OF UNDERSTANDING  
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Domestic Violence Response Team Program**

**PROTOCOLS BY AGENCY**

**New York City Housing Authority**

The New York City Housing Authority ("NYCHA") will be responsible for the following:

The designation of one DVRT Team representative, whose duties will include:

- 1) Accessing the DVRT Client's case records to share information with DVRT when necessary, as permitted by law and the DVRT Client;
- 2) Conducting outreach to NYCHA service worker when necessary to obtain current case information;
- 3) Assisting NYCHA resident DVRT Clients with the provision of services;
- 4) Assisting non-NYCHA resident DVRT Clients in need of housing or other services;
- 5) Prioritizing application as "Victim of Domestic Violence" or "Intimidated Witness" when appropriate, and assisting with all aspects of the application process;
- 6) Providing expertise regarding NYCHA policies, practices, and services for relevant DVRT cases;
- 7) Attending regular DVRT Team meetings as requested by DVRT;
- 8) Working cooperatively with other DVRT Team members to achieve the goals and purposes of DVRT.

Any and all actions by the New York City Housing Authority and its staff shall be provided in adherence to the mandates of federal, state and local laws and regulations.

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**PROTOCOLS BY AGENCY**

**New York City Department for the Aging**

The New York City Department for the Aging (“DFTA”) will be responsible for the following:

The designation of one DVRT Team representative, whose duties will include:

- 1) Providing expertise regarding issues of the aging for relevant cases;
- 2) Attending regular DVRT Team meetings as requested by DVRT;
- 3) Working cooperatively with other DVRT Team members to achieve the goals and purposes of DVRT.

Any and all actions by the New York City Department for the Aging and its staff shall be provided in adherence to the mandates of federal, state and local laws and regulations.

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**PROTOCOLS BY AGENCY**

**New York City Department of Homeless Services**

The New York City Department of Homeless Services (“DHS”) will be responsible for the following:

The designation of one DVRT Team representative, whose duties will include:

- 1) Accessing the DVRT Client’s case records to share information with DVRT when necessary, as permitted by law and the DVRT Client;
- 2) Assisting DVRT Clients in need of shelter with the placement process and/or emergency transfers;
- 3) Providing expertise regarding DHS policies, practices, and services for relevant DVRT cases;
- 4) Attending regular DVRT Team meetings as requested by DVRT;
- 5) Working cooperatively with other DVRT Team members to achieve the goals and purposes of DVRT.

Any and all actions by the New York City Department of Homeless Services and its staff shall be provided in adherence to the mandates of federal, state and local laws and regulations.

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**New York State Department of Corrections and Community Supervision**

The New York State Department of Corrections and Community Supervision ("DOCCS") will be responsible for the following:

The designation of two DVRT Team representatives, one each from the divisions of Corrections and Community Supervision, whose duties include:

- 1) Accessing DOCCS case files on DVRT perpetrators and providing regular updates to DVRT regarding parole status and conditions of DVRT parolees when requested by DVRT;
- 2) Conducting outreach to the DOCCS agency member assigned to the DVRT inmate or parolee case when necessary to obtain current case information;
- 3) Advising DVRT of any significant change in status of the DVRT parolee and of any disciplinary actions taken against an incarcerated offender when requested by DVRT;
- 4) Attending regular DVRT Team meetings as requested by DVRT;
- 5) Working cooperatively with other DVRT team members to achieve the goals and purposes of DVRT.

Any and all actions by the New York State Department of Corrections and Community Supervision and its staff shall be provided in adherence to the mandates of federal, state and local laws and regulations.