

CITY OF WILLIAMSPORT, PA RESOLUTION

RESOLUTION # 8989

DATE 2-20-20

TITLE

MEMORANDUM OF UNDERSTANDING BETWEEN THE WILLIAMSPORT BUREAU OF POLICE, LYCOMING COLLEGE AND YWCA/WISE OPTIONS

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLIAMSPORT that the Memorandum of Understanding (M.O.U.) attached hereto between the Williamsport Bureau of Police, Lycoming College and YWCA/Wise Options pertaining to a collaborative working relationship and with regard to Lycoming College making application for grant funding from the Office on Violence Against Women (OWV) grant is hereby approved. The appropriate City officials are hereby authorized and directed to sign said M.O.U.

Approved

James M. Frank
City Clerk

Donald J. Klein
President

EXTERNAL MEMORANDUM OF UNDERSTANDING

WHEREAS, Lycoming College, YWCA/Wise Options Lycoming County (Wise Option), the Williamsport Bureau of Police (WBP), have come together to collaborate and to make an application for the Office on Violence Against Women (OVW) Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program (Campus Program); and

WHEREAS, the partners listed above have agreed to enter into a collaborative agreement in which Lycoming College will be the lead agency and named applicant and the other agencies will be partners in this application; and

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and

WHEREAS, the application prepared and approved by the collaborative through its partners is to be submitted to the OVW on or before February 12, 2020.

D) Description of Partner Agencies and History of Collaborative Relationship

Lycoming College is an undergraduate liberal arts college located in Williamsport, PA, and is home to approximately 1,200 undergraduate students.

For many years, Lycoming College and **Wise Options** have worked together to provide professional development to College faculty and staff and 24-hour on-call direct services to victims of sexual assault, domestic violence, dating violence, and stalking. Wise Options is the only sexual violence resource center in Lycoming County, which includes the community of Williamsport where Lycoming College has its campus. In fall of 2019, Lycoming College partnered with Wise Options to provide on campus office hours for confidential advocates. In addition to the increased presence of victim service options on campus, Lycoming College and Wise Options have continued the long-standing history of prevention and awareness campaigns and training opportunities that are provided through Wise Options. One example of this partnership includes the hosting of the Traveling Clothesline Exhibits at the College's campus. The Clothesline Project raises awareness of the impact sexual violence has on a community by displaying shirts created by survivors of personal violence – promoting healing by providing a forum to break the silence of victimization and providing others with insight into their personal experience. Wise Options has expertise in evidence-based prevention strategies that utilize training to galvanize culture change and community engagement in the area of bystander intervention. They customize trainings and presentations for student athletes, student leaders, RA's and College staff. Wise Options, either at their location or at the College, will be an advocate for a survivor informing him/her of the process of activating a Sexual Assault Response Team (SART) and what would occur at each component. Wise Options would be the facilitator of providing support and advocacy to a survivor.

As the law enforcement agency in the community where Lycoming College has its campus, the **Williamsport Bureau of Police** works with the College to conduct periodic patrols of campus grounds, and in 2008 and 2013 they worked with campus administration to provide active

shooter and other emergency response training to faculty, staff, and campus security personnel. In response to the OVW Campus Grant that Lycoming College received in 2017, Williamsport Bureau of Police provided two officers to serve on our CCRT, assist in implementation of the strategic plan, and attend OVW Technical Institutes. In addition to the role Williamsport Bureau of Police holds in our CCRT, the agency designated two officers to be primary investigators for any survivor who wishes to seek legal action. In doing so, our campus community has been able to establish a relationship with outside law enforcement who has a unique understanding of our community and the needs of those who are reporting. In response to the current OVW Campus grant opportunity, Williamsport Bureau of Police reaffirms their commitment to assisting in the reduction of sexual violence, dating/domestic violence and stalking on Lycoming College's campus.

Throughout the program and proposal development process, each partner assisted in the development of the proposed activities. Each partner is fully committed to the program design, designated roles and responsibilities.

II) Roles and Responsibilities

Objective 1: Convene a Coordinated Community Response (CCR) team to meet bi-monthly during the initial three months to set up and oversee Lycoming College's infrastructure and monthly thereafter to respond to and reduce SADVDVS.

Lycoming College will:

- Retain their full-time project coordinator to serve as the project director who will oversee the project, coordinate the work of the CCR team, and ensure the project achieves its stated goals;
- schedule and host monthly CCR team meetings (August through May)
- commit faculty and staff time to participate in CCR team meetings;
- collaborate closely with Wise Options and WBP to review and revise protocols, policies, and procedures related to sexual violence and share Lycoming College practices with Wise Options and WBP;
- collaborate closely with Wise Options and WBP to develop and deliver SADVDVS training and education events as well as communicating confidentiality limitations of disclosure of personal identity, ensuring privacy and informed consent to the extent of the law;
- develop awareness campaign materials to promote a culture change; and
- administer, organize, and share campus grant program evaluation data with Wise Options and WBP

Wise Options will:

- commit two staff members to serve on the CCR team and represent Wise Options in monthly CCR team meetings;

- Support and guide the efforts of the student group It's On Us become a self-sufficient group in raising awareness, and promote a culture change;
- share best practices in preventing and responding to incidents of sexual violence as well as other forms of power-based violence, and improve protocols, policies, and procedures;

Williamsport Bureau of Police will:

- commit two law enforcement representatives to serve on the CCR team and represent the department in monthly CCR team meetings;
- share best practices in preventing and responding to incidents of sexual violence as well as other forms of power-based violence, and to improve protocols, policies, and procedures; and
- provide training for incident report writing and procedures.

Objective 2.1: Develop and implement a mandatory education and prevention program for all incoming students; and Objective 2.2: Develop and implement an ongoing prevention program of at least 4 targeted trainings for faculty, staff, and students and 4 events each year for the entire Lycoming College community, including bystander intervention training and events.

Lycoming College will:

- collaborate closely with Wise Options to implement new student orientation programming that respects survivor needs and recognizes that offenders should be held accountable;
- present information to students enrolled in fall First Year Seminar courses on a broad range of topics, including education about sexual violence laws, rights as well as internal and external resources, the College's policies and protocols (e.g., how to report a crime, where to find the College's Sexual Assault Victim's Bill of Rights), and the Lycoming College Student Code of Conduct; Wise Options would review the policies and protocols to assure that survivor's needs and concerns would be met;
- train RAs, student leaders, Campus Security Authorities, and other necessary staff members in bystander intervention. The College will utilize Green Dot to both educate trainees on sexual violence and how to intervene safely. Green Dot will also engage the larger campus community and galvanize an attitude of intolerance for violence by engaging in behavior of choice that promotes safety and awareness of others.
- collaborate closely with Wise Options to educate and train the underserved student populations on campus;
- train residence hall RA's and student leaders on the above offerings and how to enforce College policy and incident reporting;
- ensure mandatory attendance through student identification card sign-in and registration restrictions for students who fail to complete the training; and

- collect, analyze, and present evaluation findings regarding the effectiveness of all training.

Wise Options:

- collaborate closely with Lycoming College's associate dean of students to review, present, or implement a new student orientation program that respects survivor needs and recognizes that offenders should be held accountable;
- work with Lycoming College to assist in bystander training of RAs, student leaders, Campus Security Authorities, and other interested faculty and staff members. Green Dot is designed to both educate trainees on sexual violence, and how to intervene safely. Green Dot will also engage the larger campus community and galvanize an attitude of intolerance for violence by engaging in behavior of choice that promotes safety and awareness of others;
- collaborate closely with Lycoming College to educate and train the underserved populations on campus;
- collect data for the evaluation regarding the effectiveness of the training.

Williamsport Bureau of Police will:

- design and implement a training program for Lycoming College's designated Campus Security Authorities. The training program will be comprised of two-hour sessions that will take place two times per year that will cover a broad range of relevant topics, including state and federal laws and arrest protocols, information on protection orders enforcement, and instruction on making primary aggressor determinations, among all other topics outlined in OVW's "Minimum Standards of Training for Campus Security Personnel and Campus Disciplinary and Judicial Boards."

Objective 3: Provide SADVDVS response training that will increase the knowledge and competencies of Lycoming College's campus security personnel.

Lycoming College will:

- implement a training program for Lycoming College's Campus Security personnel comprised of two-hour sessions that will take place two times per year that will cover a broad range of relevant topics, including state and federal laws and arrest protocols, information on protection orders enforcement, and instruction on making primary aggressor determinations, among all other topics outlined in OVW's "Minimum Standards of Training for Campus Security Personnel and Campus Disciplinary and Judicial Boards;"
- host one campus law enforcement training per semester; and
- collect, analyze, and present evaluation findings regarding the effectiveness of the training.

Wise Options will:

- partner with Lycoming College and WBP by providing insight on certain training program contents.

Objective 4: Train all Lycoming College Campus Security Authorities and Student Conduct Board members in appropriate response to incidents, victims, and perpetrators of sexual violence.

Lycoming College will:

- collaborate closely with Wise Options to review Lycoming College’s code of student conduct to ensure the code is victim-centered; considers offender accountability; identifies and clearly defines sexual assault, domestic violence, dating violence, and stalking; and addresses confidentiality limitations and informed consent to the extent of the law;
- collaborate closely with Wise Options to implement a training program for Lycoming College’s designated Campus Security Authorities and Student Conduct Board comprised of two-hour sessions that will take place two times per year that will cover the topics outlined in OVW’s “Minimum Standards of Training for Campus Security Personnel and Campus Disciplinary and Judicial Boards;
- define a clear and concise disciplinary process; define uniform and consistent sanctions;
- commit staff and faculty time to ensure that all designated Campus Security Authorities participate in a minimum of two trainings per year;
- host two Campus Security Authority and Student Conduct Board trainings per year; and
- collect, analyze, and present evaluation findings regarding the effectiveness of the training.

Wise Options will:

- closely collaborate with Lycoming College to implement a training program for Lycoming College’s designated Campus Security Authorities comprised of two-hour sessions that will take place two times per year that will cover the topics outlined in OVW’s “Minimum Standards of Training for Campus Security Personnel and Campus Disciplinary and Judicial Boards.”

The Williamsport Bureau of Police will:

- ensure that all WBP law enforcement officers who specifically respond to campus sexual assault, domestic violence, dating violence, and stalking participate in a minimum of two training sessions per year; and
- participate in one campus law enforcement training per semester.

III) Confidentiality Limitations, Privacy, and Informed Consent

Each partner understands the limits of disclosure under the Violence Against Women Act, and recognizes that each partner has their own policies and statutes that must be followed to protect or share information, including for law enforcement investigation, Clery Act reporting, mandatory reporting, Title IX regulations, or campus judiciary investigations.

Partners may share:

- non-personally identifying data in the aggregate;
- court-generated information and law enforcement-generated information; and
- law enforcement-generated and prosecution-generated information necessary for law enforcement and prosecution purposes.

Except when required by court mandate or statute, partners will not disclose, reveal, or release individual victim information without the informed, written, reasonably time-limited consent of the person.

If information must be shared by law, the appropriate partner will make reasonable attempts to provide notice to the victim(s) affected by the disclosure and take the necessary steps to protect the privacy and safety of the persons affected by the information sharing. At the beginning of each CCR meeting, the members present will be reminded of the limits to and expectations of confidentiality. Each member will annually sign a contract outlining the confidentiality, privacy, and informed consent rules under this project.

IV) Commitment and Resources

Lycoming College, Wise Options, and Williamsport Bureau of Police all commit to work together to achieve stated project goals. Each partner is willing to commit resources to this project to ensure its success. As noted in Section VI Commitment to Resources below, signature to this MOU indicates approval of the grant application budget.

Lycoming College is contributing the following resources:

- Meeting spaces including but not limited to classroom space, conference rooms, and lecture halls. CCR team staff trainings, meetings, exercises and programs. Internal partners will contribute time, professional advisement, and partial monetary funds. Some departments will supplement programming funds from the grant with their internal departmental budgets.

Wise Options is contributing the following resources:

- Clinical services to individuals impacted by sexual assault, dating/domestic violence, stalking: Clinicians provide trauma-informed care experience with the ability to work with individuals impacted by sexual assault and abuse, whether it happened hours or years ago.

- Crisis services. Provide 24-hour advocacy services where survivors have access to trained Confidential Sexual Violence Advocates to accompany them to the hospital, police station, or anywhere having to do with their sexual assault.
- Bystander intervention, which conveys the message that stopping sexual violence and other forms of power-based violence, can be done safely. It discourages victim blaming, offers a chance to change social norms, and shifts responsibility of preventing sexual violence to both men and women. Lycoming College will provide a trained staff member to co-facilitate Green Dot.
- Educational trainings on a wide variety of topics pertaining to sexual violence: sexual assault continuum, sexual harassment, traumatic and post-traumatic stress, first response, mandatory reporting, law and legal issues, and increasing victim empathy.
- Professional trainings for mental health professionals, educators, coaches, and police.
- Wise Options, either at their location or at the College, will be an advocate for a survivor informing him/her of the process of activating a Sexual Assault Response Team (SART) and what would occur at each component. Wise Options would be the facilitator in supporting and advocating for a survivor.
- Provide confidential supportive services to individuals impacted by sexual assault, dating/domestic violence or stalking
- Provide a counselor for 4 hours weekly for the purpose of on campus drop ins and passive programming;
- Maintain a trained pool of advocates to respond to individuals impacted by sexual assault, domestic/dating violence, and stalking at Lycoming College and provide Lycoming College with a list of current advocates;
- Maintain confidentiality as required by state standards for certified crisis counselors and YWCA policies and procedures.

Williamsport Bureau of Police are contributing the following resources:

- Williamsport Police will provide a two-hour orientation seminar per semester that speaks to SADVDVS as well as victim response as it pertains to the differences in protocol. This will educate and clarify the clear differences between both internal and external process. For an hourly fee that is consistent with the Williamsport Police and Fraternal Order of Police (F.O.P.) Lodge #29 collective bargaining agreement.

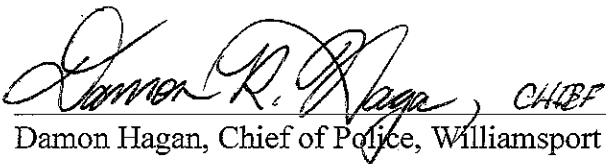
V) Mechanism for Reimbursement

Lycoming will reimburse Wise Options and Williamsport Bureau of Police for allowable costs associated with implementing this project. Wise Options and Williamsport Bureau of Police will submit invoices to the Project Supervisor, Kate Hummel, Associate Dean of Students, as expenses are incurred. The project director will review the invoices for authorized costs and availability of funds, and reimburse the partners for eligible expenses.

VI) Commitment to Partnership

- 1) The collaboration service area includes the community of Williamsport, PA.
- 2) The partners agree to collaborate and provide services, training, and programming pursuant to the program narrative of the grant application attached to this agreement.
- 3) Compensation for the partners' contribution to this project has been provided as outlined in the attached OVW budget detail worksheet and approved upon by the partners.
- 4) We, the undersigned, have read and agree with the MOU. Further, we have reviewed the proposed project and approve it.
- 5) This MOU is contingent on funding being received.

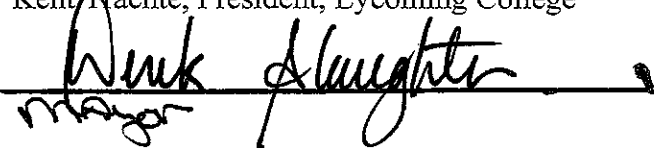
Signatures:

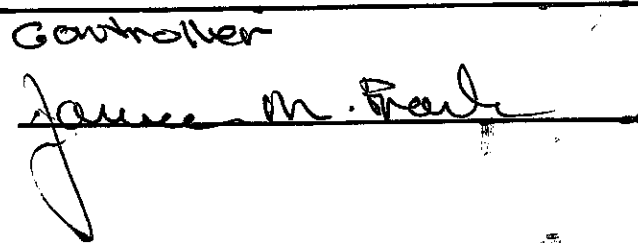
 Damon R. Hagan, CHIEF

Damon Hagan, Chief of Police, Williamsport Bureau of Police Date

Amber Morningstar, Program Director, YWCA- Wise Options Date

Kent Trachte, President, Lycoming College Date

 Mark Albaugh

Controller
 James M. Paul