

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE MADISON COUNTY YOUTH CENTER  
AND THE MADISON COUNTY SHERIFF'S DEPARTMENT**

**Parties.** This Memorandum of Understanding (hereinafter referred to as "MOU") is made and entered into by and between the Madison County Youth Center and the Madison County Sheriff's Department.

**Purpose.** The purpose of this MOU is to establish an agreement under which the Madison County Sheriff's Department agrees to conduct all criminal investigations regarding allegations of sexual abuse and sexual harassment as outlined in the Juvenile Prison Rape Elimination Act (PREA) standards.

**Responsibilities of the Madison County Sheriff's Department:**

1. Complete a timely and thorough criminal investigation for all allegations of sexual abuse and sexual harassment, unless the allegation does not involve potentially criminal behavior.
2. Provide law enforcement personnel that are properly trained in completing investigations of alleged sexual abuse or sexual harassment involving youth in a confinement setting.
3. Work in conjunction with Sexual Assault Treatment Center staff, prosecutors, victim advocates and the Department of Child Services as appropriate.
4. Maintain appropriate verbal and written communication with Youth Center Administrative Staff regarding the status of all investigations.
5. Refer substantiated allegations for criminal prosecution.
6. Provide a written report at the completion of the investigation providing a thorough description of physical, testimonial, and documentary evidence and the final result of the investigation.
7. Participate in a sexual abuse incident review at the conclusion of every investigation to discuss the potential need for changes to policies and procedures, staffing patterns, monitoring systems, or facility design to better prevent, detect, or respond to sexual abuse.
8. Provide written First Responder guidelines.
9. Provide First Responder training to appropriate Youth Center personnel on an annual basis.

**Responsibilities of the Madison County Youth Center:**

1. Refer all allegations of sexual abuse/harassment that may involve potentially criminal behavior to the Sheriff's Department for investigation.
2. Follow First Responder Guidelines as outlined/trained by the Sheriff's Department.
3. Work in conjunction with Sheriff's Department personnel, Sexual Assault Treatment Center staff, prosecutors, victim advocates and the Department of Child Services as appropriate.

4. Maintain appropriate verbal and written communication with Sheriff's Department personnel.
5. Provide written documentation outlining the allegation received; to include when, where, what, and by whom, as well as, all actions taken by staff prior to law enforcement arriving.
6. Participate in a sexual abuse incident review at the conclusion of every investigation to discuss the potential need for changes to policies and procedures, staffing patterns, monitoring systems, or facility design to better prevent, detect, or respond to sexual abuse.



N. Gary Williams, Superintendent  
**Madison County Youth Center**

2/9/15  
Date



Scott Mellinger, Sheriff  
**Madison County Sheriff's Department**

2/3/15  
Date