

## Memorandum of Understanding

Alternatives, Inc.'s mission is to promote public safety and challenge offenders to become responsible, productive citizens through firm, fair, consistent supervision, treatment and education.

As part of this mission, Alternatives, Inc. provides housing, food service, treatment, and security for approximately 185 female clients (Passages, 1001 South 27<sup>th</sup> St.) and 210 male clients (Alpha House 3109 1<sup>st</sup> Ave, North).

The Prison Rape Elimination Act of 2003 requires Alternatives, Inc. to be in compliance with Federal standards. Standard 115.222 (Policies to ensure referrals of allegations for investigation) that Alternatives, Inc. shall ensure that an administrative or criminal investigation is completed for all allegations of sexual abuse and sexual harassment.

In the event an allegation of sexual abuse or sexual harassment referred to the Billings Police Department from Alternatives, Inc., the following are established:

### 1. Scope of Assistance:

#### a. Billings Police Department:

- i. Provide first responder services to Alternatives, Inc. facilities (Alpha House and Passages) in the form of a patrol officer;
- ii. Upon investigation by the patrol officer, a report may be completed and if indicated a Detective may be assigned;
- iii. Such investigations should comply with the following PREA Standards:
  1. 115.221 Evidence Protocol and forensic medical examinations (a) through (e);
  2. 115.234 Specialized Training: Investigators;
  3. 115.271 Criminal and Administrative Agency Investigations; and
  4. 115.272 Evidentiary Standard for administrative investigations.
- iv. May dispatch trained staff to collect evidence at the earliest possible time and to clear the location when complete.
- v. Upon request provide Alternatives, Inc. with a complete written report of all investigations, including copies of all documentary evidence where feasible.
- vi. Maintain regular communication with Alternatives, Inc.'s PREA Coordinator concerning any ongoing PREA investigation.

#### b. Alternatives, Inc.:

- i. Staff will contact Billings Police Department at 657-8200 for non-emergency or 911 for emergency services related to an incident of sexual abuse or sexual harassment.
- ii. Provide a private area within each facility for the patrol officer and/or Detective to conduct interviews with victim(s), alleged perpetrator (if still at facility) and staff.
- iii. Staff will preserve and maintain the security of the location of the alleged incident until Billings Police Department has sent trained staff to collect evidence and clear the scene.
- iv. Provide overview of PREA to Billings Police Department Detectives at a date and time established by the Billings Police Department;
- v. Provide overview of PREA to Billings Police Department's Shift Briefings at 6:00 am; 2:30 pm and 9:30 pm at a date established by Billings Police Department.
- vi. Provide informational brochures/pamphlets for staff reference;

- vii. Provide additional on-site training, as needed, and requested by Billings Police Department.
- viii. Keep all reports confidential.

2. Time Frame

- a. This Memorandum of Understanding is effective on the date the last party signing the agreements and is in effect for two (2) year from that date, unless:
  - i. Should either party wish to terminate this Memorandum of Understanding, the party wishing to terminate their services shall provide a thirty (30) day written notification.

3. Financial

- a. Billings Police Department and Alternatives, Inc agree to the following:
  - i. No parties to this agreement shall be under any obligation to reimburse the other parties for any costs;
  - Or
  - ii. Financial agreements are as follows:

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Contact Information: Any changes to this agreement are to be made by contacting:

Rich St. John, Chief  
 220 North 27<sup>th</sup> Street  
 Billings, MT 59101  
 406-657-8460

David O. Armstrong, CEO  
 1001 South 27<sup>th</sup> Street  
 Billings, MT 59101  
 406-294-9609 ext 207  
 Or  
 Rick Alan Deady, PREA Coordinator  
 1001 South 27<sup>th</sup> Street  
 Billings, MT 59101  
 406-294-9609 ext 300

Billings Police Department

Alternatives, Inc.

Rich St. John 5/20/12  
 Name Date

David O. Armstrong 6/8/2014  
 Name Date

Rich St. John  
 Print Name

DAVID O. ARMSTRONG  
 Print Name

Chief of Police  
 Title

Chief Executive Officer  
 Title

657-8457  
 Phone Number

697-5916  
 Phone Number