

Partner Agency Responsibilities

Provide a description of the agreed upon actions, roles, and responsibilities of each party in the agreement. Include both individual agency and joint responsibilities.

For the duration of this agreement, each of the signed parties will adhere to the agreed upon responsibilities. These include

- A. *[Agency Name] shall*
 - 1. *[List of agreed upon responsibilities]*
- B. *[Agency Name] shall*
 - 1. *[List of agreed upon responsibilities]*

Funding Agreements

Describe any resource contributions or funding agreements made by each party. Provide a financial point of contact for each party identified by job title in case of personnel changes.

For the duration of this agreement, each of the signed parties will adhere to the agreed upon contribution and use of resources and funds. These include

- A. *[Police Agency] shall*
 - 1. *[List of agreed upon contributions]*
- B. *[Partner Agency] shall*
 - 1. *[List of agreed upon contributions]*

Management and Coordination

Identify specific individuals by job title within each agency that will act as points of contact for the other parties. Provide a general description of decision-making chain of command.

Primary points of contact for Partner Agencies will be [agency and job title] and [agency and job title]. Each Partner Agency will maintain a point of contact for their respective agency and will provide timely notification of changes in key personnel.

Information Sharing

Provide a description of when and how each party may share or release records or information regarding the collaborative actions or processes that result from the agreement.

All parties understand and acknowledge that some information that might be shared pursuant to this memorandum may be confidential and further agree to maintain the confidential nature of the shared information consistent with existing federal and state law. Further, all parties understand and acknowledge that the public release of information regarding or related to this memorandum must be by mutual written consent of all parties.

Signatures

The document should be signed and dated by the executive in charge of each agency represented in the agreement.

All parties agree to abide by the terms of this Memorandum of Understanding.

[Name]
[Title / Agency]

[Date]

[Name]
[Title / Agency]

[Date]