

**MEMORANDUM OF UNDERSTANDING**  
between  
**Champaign County Regional Planning Commission (RPC)**  
and  
**Champaign County Sheriff's Office (CCSO)**

**I. History**

The Champaign County Board has an identified strategic goal to promote a safe, healthy, just community and has allocated funding to the Champaign County Sheriff's Office to support justice diversion efforts. The Champaign County Sheriff's Office (CCSO) has identified the need for a social service position to support efforts to prevent formal justice system involvement and divert household/domestic disturbances and behavioral health issues away from law enforcement. The Champaign County Regional Planning Commission (RPC) has a mission to promote, plan and facilitate improvements to the health, safety, welfare, education, economic conditions, environment and development within East Central Illinois, administering over 147 federal and state grants and contracts with an annual operating budget of \$32M and a staff of over 355 professionals housed in 13 locations serving over 30,000 clients annually, has successfully administered juvenile justice programs on behalf of Champaign County for over a decade, and has administered a justice diversion program with the Rantoul Police Department since 2017, fulfilling an identified need for behavioral health support that goes beyond the scope and expertise of patrol officers.

**II. Purpose**

This Memorandum of Understanding (MOU) describes and confirms an agreement between Champaign County Sheriff's Office and Champaign County Regional Planning Commission (RPC). The purpose of the agreement is to:

- Support the social service needs of individuals and families who have had a police contact, whether initiated by the family or due to a police response, that is an issue of a civil/domestic disturbance or behavioral health/crisis related.
- Address situations that warrant a social service intervention rather than a law enforcement intervention, allowing law enforcement to focus resources in other areas such as preventing and addressing criminal behavior.
- Employ strategies that are both developmentally appropriate and trauma-informed into law related interventions to increase cooperation and decrease the probability of victimization, arrest, incarceration, while ensuring public safety.
- Establish a referral process between CCSO patrol officers and the RPC Justice Diversion Case Manager working collaboratively with CCSO.
- Formalize and clarify expectations and relationships between both parties.

**III. Agreements**

**Champaign County Sheriff's Office agrees to:**

- Refer individuals and families who have had a police contact, whether initiated by the family or due to a police response, that is an issue of a civil/domestic disturbance or behavioral health/crisis related.
- Referrals will be sent by email to RPC's Justice Diversion Case Manager, unless another mode is identified and mutually agreed upon. Referrals will include at minimum the following information:
  1. Name of person being referred.
  2. Phone number and/ or email for person.
  3. Date of police contact.
  4. Any special needs information such as need for translator, alternative communication methods, etc.
  5. If available, copy of the CIT form or police report.

- Support efforts to coordinate meetings between the persons referred and RPC's Justice Diversion Case Manager.
- Provide space at CCSO for RPC's Justice Diversion Case Manager to conduct work.
- Provide access to CCSO vehicle to conduct community-based engagement and respond to police request for immediate support and engagement.
- When requesting the support of the Case Manager in the field, securing the scene for safety prior to introduction of the Case Manager.
- The CCSO agrees to reimburse RPC for allowable costs as identified in the attached budget (Attachment A) within 30 days of receipt of invoice.

**Champaign County Regional Planning Commission agrees to:**

- Employ a Justice Diversion Case Manager to work collaboratively with CCSO.
- Provide the Justice Diversion Case Manager with supplies to conduct the program work such as a computer and technology/communication devices.
- Provide CCSO a monthly invoice for the program expenses with expenses through December 31, 2021 not to exceed \$106,218. RPC agrees to maintain adequate fiscal controls, time and effort documentation, accounting record support, and any other documentation necessary to substantiate allowable costs incurred and will provide this documentation upon request from the CCSO.
- Accept referrals for case management services from CCSO for individuals and families who have had a police contact, whether initiated by the family or due to a police response, that is an issue of a civil/domestic disturbance or behavioral health/crisis related.
- Provide on the job training and regular supervision to the Case Manager to support effectiveness and successful performance. Specific focus should include clinical assessment, counseling or treatment intervention, cultural competence, and consultation, guidance and/or insights to staff concerning mental illness, victim advocacy, juvenile and adult crime, domestic violence, chemical dependency, and other services as needed.
- Promote professional working relationship with the Justice Initiative Coordinator meeting no less than quarterly with collaborating parties to share information and resolve program coordination issues.
- Provide regular program and fiscal reports.
- Attend the Justice and Social Services Committee and/or Champaign County Board as requested by CCSO.
- Maintain records documenting referrals, engagement efforts, and service provision.

**IV. Term**

The term of this agreement will be February 1, 2021 through December 31, 2021, with the option for 1-year extensions contingent upon funding for services and mutual agreement of the parties.

**IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:**

1. Modifications to this agreement shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by authorized officials, prior to any changes being performed.
2. Either party, upon thirty (30) days written notice, may terminate the agreement in completely, or in part, at any time before the date of expiration.

**EFFECTIVE DATE AND SIGNATURE**

This MOU shall be in effect upon the signatures of each entity's authorized signatory.

IN WITNESS WHERE OF, the undersigned hereto have caused this Agreement to be executed as of the date of the last signature below.

**APPROVALS:**

**Champaign County Regional Planning Commission:**

By:   
Signature of Authorized Representative

Date: 01.27.21

Printed Name: Dalitso Sulamoyo

Printed Title: Chief Executive Officer

**Champaign County Sheriff's Office:**

By:   
Signature of Authorized Representative

Date: 01-20-2021

Printed Name: Dustin Heuerman

Printed Title: Champaign County Sheriff

**ATTACHMENT A  
JUSTICE INITIATIVES FY21**

		<u>Justice Diversion</u>	
<b>Revenue</b>			
	Champaign County	\$	106,218
<b>TOTAL REVENUE</b>		<b>\$</b>	<b>106,218</b>
<b>Expenditures</b>			
Personnel			
	Coordinator II	\$	60,500
	JDP Coordinator	\$	44,500
			<u>\$ 12,856</u>
			<u>\$ 37,825</u>
	PT Staff		\$ 50,681
	Personnel	\$	50,681
	Fringe Benefits @47%	\$	23,820
	Indirect @45%	\$	22,807
	Commodities	\$	1,150
	Services	\$	1,010
	Client Assistance		
	Travel		
	Business Expenses (meals, etc)		
	Occupancy	\$	6,750
<b>TOTAL EXPENDITURES</b>		<b>\$</b>	<b>106,218</b>
<b>BALANCE</b>		<b>\$</b>	<b>-</b>