

**Memorandum of Understanding**

between

**the Cheyenne Police Department, Laramie County Sheriff's Department,  
Office of the District Attorney of the First Judicial District, and Safehouse Services, Inc.**

for

**the Office on Violence Against Women Fiscal Year 2019 Improving Criminal Justice  
Responses to Sexual Assault, Domestic Violence, Dating Violence and Stalking Grant  
Application and Implementation**

WHEREAS, the Cheyenne Police Department, the Laramie County Sheriff's Department, the Office of the District Attorney of the First Judicial District, and Safehouse Services, Inc., (hereinafter referred to as "partner agencies"), wish to collaborate in the submission of an application for an Office on Violence Against Women ("OVW") Fiscal Year 2019 Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, Dating Violence and Stalking Grant (formerly known as Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program) grant; and

WHEREAS, the partner agencies listed above have agreed to enter into this Memorandum of Understanding ("MOU") to memorialize their agreement that the Cheyenne Police Department will be the lead agency and the named applicant for the above-referenced grant, and that the other partner agencies will support and collaborate in the implementation of the grant, if awarded; and

WHEREAS, the application as prepared and approved by the above-named partner agencies is to be submitted to OVW on or before February 26<sup>th</sup>, 2019.

**I. Description of Partner Agencies.**

A. The Cheyenne Police Department is a progressive police agency of 107 sworn officers and 28 civilian staff dedicated to protecting and serving a community of 63,624. The

department offers varied officer assignments and civilian opportunities including Victims' Assistance for crime victims in the community. The Victim Assistance office and unit supervisor's office is located in the Cheyenne Police Department.

B. The Laramie County Sheriff's Department, located in downtown Cheyenne, Wyoming, has 83 deputies to protect and serve a rural population of 34,703 persons residing in an area of 2,688 square miles (6,962 km<sup>2</sup>). Created in 1867, the Laramie County Sheriff's Department exists to serve the needs of the public, employing a proactive approach to law enforcement. The Laramie County Sheriff's Department also provides Victim Assistance Services to assist crime victims in the county.

C. The Office of the District Attorney of the First Judicial District, located in downtown Cheyenne, Wyoming, prosecutes individuals that commit crimes within Laramie County, Wyoming, against residents and visitors. The Office of the District Attorney also includes a Victim Witness Program to support victims through the various procedural steps of a criminal prosecution.

D. Safehouse Services, Inc., is a Wyoming non-profit corporation that provides services for victims of domestic violence, dating violence, sexual assault and stalking. Since 1979, Safehouse Services, Inc., has been providing shelter, safety planning, protection orders, and other services for victims and their families residing in Laramie County, Wyoming.

## **II. History of Relationship.**

A. Laramie County, Wyoming, has a collaborative relationship with all victim service agencies within Laramie County, including the partner agencies named in this MOU. The partner agencies to the MOU and other community service providers will work with and for

victims of domestic violence, dating violence, sexual assault, human trafficking, and protection order violations by meeting monthly to ensure quality services are being provided to victims, with safety being the number one priority.

B. The Cheyenne Police Department and the Laramie County Sheriff's Department work together with victim assistance on a daily basis by sharing information, when authorized by law, and by conducting joint investigations and operations. In the past, the two departments have successfully collaborated on a joint law enforcement computer information project and achieved the goal of a joint communications center. The departments also share the LERMS reporting program and MDT system.

C. The Cheyenne Police Department and the Office of the District Attorney of the First Judicial District currently collaborate in the prosecution of domestic violence, dating violence, sexual assault, human trafficking and protection order violation cases. The two agencies work together to prepare cases for trial, to locate witnesses, to secure the testimony of witnesses, and to maintain contact with victims after arrest and prior to trial.

D. The Cheyenne Police Department and Safehouse Services, Inc., have developed a professional working relationship. In 1996, the Cheyenne Police Department and Safehouse Services, Inc., collaborated on the initial Community Advocacy Response Initiative (CARI) domestic violence campaign. The initiative was very successful and facilitated communication on cases involving victims of domestic violence, dating violence, sexual assault, and stalking.

### **III. Development of Application.**

In light of the notable increase in domestic violence incidents county-wide, the partner agencies to this MOU are committed to providing a continuum of services for crime victims

through the CARI program and through regular meetings with members of the Coordinated Community Response Team.

The partner agencies to this MOU assisted in the development of the grant application described above and have committed themselves to ensure a positive outcome. The Cheyenne Police Department took the lead on submitting the application with the other three partner agencies providing information and developing this MOU.

#### **IV. Roles and Responsibilities.**

- A. The Cheyenne Police Department and the Laramie County Sheriff's Department.
  - 1. The above listed city and county governmental agencies shall:
    - a. Provide CARI Unit patrol officers from the Cheyenne Police Department and the Laramie County Sheriff's Department to assist victims of domestic violence, dating violence, sexual assault, human trafficking, protection order violations, and stalking.
    - b. Ensure communications with all partner agencies by working closely with the Office of the District Attorney of the First Judicial District to provide evidence essential for prosecution.
    - c. Provide immediate response to service calls involving domestic violence, dating violence, sexual assault, human trafficking, protection order violations and stalking while operating in the capacity of a CARI Patrol Unit.
    - d. Collaborate with all partner agencies to this MOU through communication and collaboration from the CARI Unit Domestic Violence Detective from initial investigation through prosecution of offenders and provide

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adequate and appropriate services for victims of domestic violence, dating violence, sexual assault, human trafficking, protection order violations, and stalking.

e. The CARI Unit Domestic Violence Detective will conduct follow up investigation and utilize CARI Patrol Units and CARI Advocates to provide additional services to victims of domestic violence, dating violence, sexual assault, human trafficking, protection order violations, and stalking incidents reported during CARI Unit shifts.

f. Provide the grant manager (unit supervisor) monthly statistical and demographic data regarding victims served with the operation of the CARI Unit to track the linkage of victims to advocacy services and CARI Unit referrals.

g. Provide support, advocacy and assistance for victims throughout the criminal justice process.

h. Provide additional services to victims as needed while on scene, including advising victims of procedures relating to the applications for protection orders.

i. Upon request, provide training to the partner agencies to this MOU regarding domestic violence, dating violence, sexual assault, human trafficking, protection order violations and stalking upon request.

j. Upon request, provide training to the partner agencies regarding the services provided by the Cheyenne Police Department and the Laramie County Sheriff's Department.

k. Meet with other partner agencies to this MOU to discuss the effectiveness of the services provided to victims including facilitation of quarterly meetings with the CARI Unit.

l. Act in a cooperative and collaborative manner with each partner agency to ensure successful implementation and operation of each program.

m. Provide grant manager (unit supervisor) with monthly statements for reimbursement and pay sheets for the Officers and Victim Advocates of the CARI Unit.

B. The Office of the District Attorney of the First Judicial District.

1. The Office of the District Attorney of the First Judicial District shall:

a. Vigilantly prosecute cases of domestic violence, dating violence, sexual assault, human trafficking, protection order violations, and stalking that occur within Laramie County, Wyoming.

b. Communicate case status information to victims or victim advocates through the criminal justice process to ensure continued victim cooperation in the criminal justice process.

c. Provide the grant manager (unit supervisor) monthly statistical and demographic data regarding victims served by the CARI Unit to track the linkage of victims to advocacy services and CARI Unit referrals.

d. Upon request, provide training to the partner agencies to this MOU regarding domestic violence, dating violence, sexual assault, protection order violations, and stalking.

e. Provide training to the partner agencies regarding the services provided by the Office of the District Attorney of the First Judicial District.

f. Meet with the partner agencies to this MOU to discuss the effectiveness of services provided to victims, including attendance at meetings with the CARI Unit.

g. Act in a cooperative and collaborative manner with each partner agency to this MOU to ensure successful implementation and operation of each program.

C. Safehouse Services, Inc.

1. Safehouse Services, Inc., shall:

a. Maintain a twenty-four (24) hour, seven (7) day a week crisis line to provide information to callers regarding safety planning, services, and options available to victims.

b. Provide to the grant manager (unit supervisor) monthly statistical and demographic data regarding victims served with the operation of this unit to track the linkage of victims to the advocacy services and CARI Unit referrals.

c. Provide support, advocacy and assistance for victims throughout the criminal justice process.

d. Provide additional services to victims that may include, but are not limited to, petitioning for Protection Orders, Sexual Assault Protection Orders and Stalking Orders, transportation, food assistance, financial assistance, housing, legal services, social service advocacy, and medical assistance.

e. Work with the partner agencies to this MOU in a cooperative and collaborative manner, sharing information, when appropriate and permitted by law and the confidentiality policies of Safehouse Services, Inc., to ensure all the needs of the victims are being met.

f. Upon request, provide training to partner agencies to this MOU regarding domestic violence.

g. Provide training to the partner agencies regarding the services provided by Safehouse Services, Inc.

h. Meet with partner agencies to this MOU to discuss effectiveness of the services provided to victims, including attending meetings with the CARI Unit.

i. Act in a cooperative and collaborative manner with each agency to ensure successful implementation and operation of each program.

D. CARI Patrol Unit Advocates.

1. CARI Unit Advocates.

a. Advocates wishing to apply for the CARI Unit need to have victim services and qualifications (1-year advocacy experience). Advocates applying from the Cheyenne Police Department, the Laramie County Sheriff's Department and Safehouse will be given preference when applying for the CARI Unit Advocate positions but not guaranteed employment.

b. CARI Unit Advocates are required to complete and pass the department background process to include, drug screening, fingerprints,

background check and polygraph.

c. Any advocate applying for the CARI Unit Advocate positions must submit a letter of interest to the CARI Unit Supervisor, Leslie A. Burch. All CARI Unit Advocate applicants will participate in an interview process for the advocate position to be conducted by the CARI Unit Supervisor and the CARI Unit Advocate Supervisor.

d. In the event of termination or voluntary resignation of a CARI Unit Advocate, the CARI Unit Supervisor and the CARI Unit Advocate Supervisor shall participate in the replacement of position. (Please refer to the CARI Unit Policy and Procedure Manual, the Cheyenne Police Department Policy and Procedure Manual, and the City of Cheyenne Personnel Roles and Regulations for the hiring and termination procedures).

**V. Timeline.**

The roles and responsibilities described above are contingent on the Cheyenne Police Department receiving funds requested for the project described in the OVW FY 2019 grant application. Responsibilities under this MOU would coincide with the grant period, anticipated to be for 36 months beginning October 1, 2019 through September 30, 2022.

**VI. Commitment to Partnership.**

The collaboration service area includes Laramie County, Wyoming and all jurisdictions herein.

The partner agencies agree to collaborate and provide victim services and offender prosecution of domestic and dating violence, sexual assault, human trafficking, protection order

violations, and stalking for the benefit of the victims of these crimes pursuant to the program narrative of the grant application attached to this MOU.

Compensation for partner agencies' contributions to this project will be provided as outlined in the attached OVW budget detail worksheet.

The partner agencies, acting by and through their duly authorized representatives, have read and agree with this MOU, and have reviewed and approved the proposed grant application.

## **VII. General Provisions.**

A. Amendments. Any party may request changes in this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon among the partner agencies to this MOU shall become effective when incorporated into a written instrument, executed and signed by all partner agencies to this MOU.

B. Applicable Law. The construction, interpretation and enforcement of this MOU shall be governed by the laws of the state of Wyoming. The courts of the state of Wyoming shall have jurisdiction over any action arising out of this MOU and over the partner agencies, and the venue shall be the First Judicial District Court, Laramie County, Wyoming. The partner agencies intend and agree that the State of Wyoming, and the Office of the District Attorney for the First Judicial District, Laramie County, Wyoming, do not waive sovereign immunity by entering into this MOU, and specifically retain all immunities and defenses available to the State of Wyoming and the Office of the District Attorney for the First Judicial District as sovereigns pursuant to Wyoming Statute § 1-39-104(a) and all other state law.

C. Entirety of Agreement. This MOU, consisting of fourteen (14) pages, represents the entire and integrated agreement among the parties and supersedes all prior negotiations.

Memorandum of Understanding between the Cheyenne Police Department, Laramie County Sheriff's Department,  
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representations and agreements, whether written or oral.

D. Prior Approval. This MOU shall not be binding upon any of the partner agencies unless and until this MOU has been reduced to writing approved as to form by the City Attorney, the County Attorney, the District Attorney, and approved by the Board of County Commissioners of Laramie County, Wyoming, and the Governing Body of the City of Cheyenne.

E. Severability. Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and any party may re-negotiate the terms affected by the severance.

F. Governmental Immunity. Except for enforcement of the terms and conditions of this MOU as between the parties, the City of Cheyenne, the Cheyenne Police Department, Laramie County, Wyoming, and the Laramie County Sheriff's Department do not waive their governmental immunity by entering into this MOU, and fully retain all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.

G. Third Party Beneficiary Rights. The partner agencies do not intend to create in any other individual or entity the status of third-party beneficiary and this MOU shall not be construed so as to create such status. The rights, duties and obligations contained in this MOU shall operate only among the partner agencies to this MOU and shall insure solely to the benefit of them. The provisions of this MOU are intended only to assist the partner agencies in determining and performing their obligations under this MOU.

H. Interpretation. Nothing in this MOU shall be interpreted or construed so as to authorize or compel any law enforcement or governmental entity or any other party to this MOU

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to act in violation of any controlling state, federal or local law or regulation. It is recognized by the partner agencies that information gathered in the investigation, charging and prosecution of criminal offenses is privileged pursuant to law and cannot be communicated to individual or organizations not authorized to receive such information.

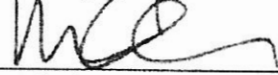
In witness whereof, the partner agencies to this MOU through their duly authorized representative have executed this MOU on the days and dates set out below, and certify that they have read, understood and agreed to the terms and conditions of this MOU as set forth herein.

*(ADDITIONAL SIGNATURE PAGE TO FOLLOW)*

The effective date of this MOU is the date of the signature last affixed hereto.

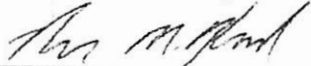


City of Cheyenne

  
Marian J. Orr, Mayor, City of Cheyenne

Date: 2-21-19

Cheyenne Police Department

  
Brian Kozak, Chief of Police


Date: \_\_\_\_\_

Laramie County, Wyoming

  
Linda M. Heath  
Board of County Commissioners

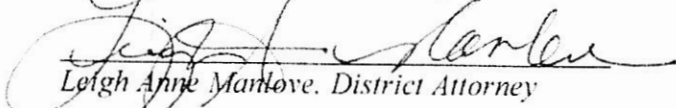
Date: 2/22/2019

Laramie County Sheriff's Office

  
Danny Glick, Sheriff


Date: 2-22-19

Office of the District Attorney of the First Judicial District

  
Leigh Anne Manlove, District Attorney

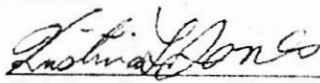
Date: 2.25.19

Safehouse Services, Inc.

  
Carla Thurin, Director

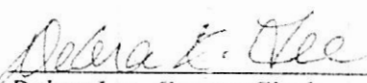
Date: 2-25-19

Attest:

  
Kristina F. Jones, City Clerk  
(SEAL)

Date: 02-21-19

Attest:

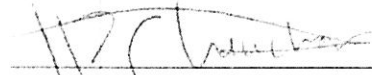
  
Debra Lee, County Clerk  
(SEAL)

Date: 2-22-2019

Memorandum of Understanding between the Cheyenne Police Department, Laramie County Sheriff's Department,  
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**ADDITIONAL OFFICE APPROVAL AS TO FORM:**

**Cheyenne City Attorney**

  
\_\_\_\_\_  
*Joseph Chenchar, Asst. City Attorney*

Date: 2/11/19

**Laramie County Attorney**

  
\_\_\_\_\_  
*Mark Voss, County Attorney*

Date: 2/22/19

Memorandum of Understanding between the Cheyenne Police Department, Laramie County Sheriff's Department,  
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### Application for Federal Assistance SF-424

**\* 1. Type of Submission:**

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

**\* 2. Type of Application:**

- ☐ New  
☒ Continuation  
☐ Revision

**\* If Revision, select appropriate letter(s):**

**\* Other (Specify):**

**\* 3. Date Received:**

Completed by Grants.gov upon submission.

**4. Applicant Identifier:**

City of Cheyenne

**5a. Federal Entity Identifier:**

**5b. Federal Award Identifier:**

OVW-2019-15743

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:**

City of Cheyenne

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

83-60000050

**\* c. Organizational DUNS:**

0757581690000

**d. Address:**

**\* Street1:**

2101 O'Neil Avenue

**Street2:**

**\* City:**

Cheyenne

**County/Parish:**

Laramie

**\* State:**

WY: Wyoming

**Province:**

**\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

82001-3618

**e. Organizational Unit:**

**Department Name:**

Cheyenne Police Department

**Division Name:**

Victim Assistance Program

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

Mrs.

**\* First Name:**

Leslie

**Middle Name:**

A.

**\* Last Name:**

Burch

**Suffix:**

**Title:**

Victim Assistance Coordinator

**Organizational Affiliation:**

Cheyenne Police Department

**\* Telephone Number:**

307-637-6507

**Fax Number:**

307-637-6526

**\* Email:**

lburch@cheyennepd.org

## Application for Federal Assistance SF-424

### \* 9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

### \* 10. Name of Federal Agency:

Office on Violence Against Women

### 11. Catalog of Federal Domestic Assistance Number:

16.590

CFDA Title:

Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program

### \* 12. Funding Opportunity Number:

OVW-2019-15743

\* Title:

OVW FY 2019 Improving Criminal Justice Responses to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Grant Program

### 13. Competition Identification Number:

Title:

### 14. Areas Affected by Project (Cities, Counties, States, etc.):

Service Map.pdf

Add Attachment

Delete Attachment

View Attachment

### \* 15. Descriptive Title of Applicant's Project:

Specialized Community Advocacy Response Initiative (CARI) Unit; improving criminal justice response to Domestic Violence, Sexual Assault, Strangulation, Stalking, and Protection Order Violations.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**\* a. Applicant \* b. Program/Project 

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**\* a. Start Date: \* b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="500,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="500,000.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☒ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☐ c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

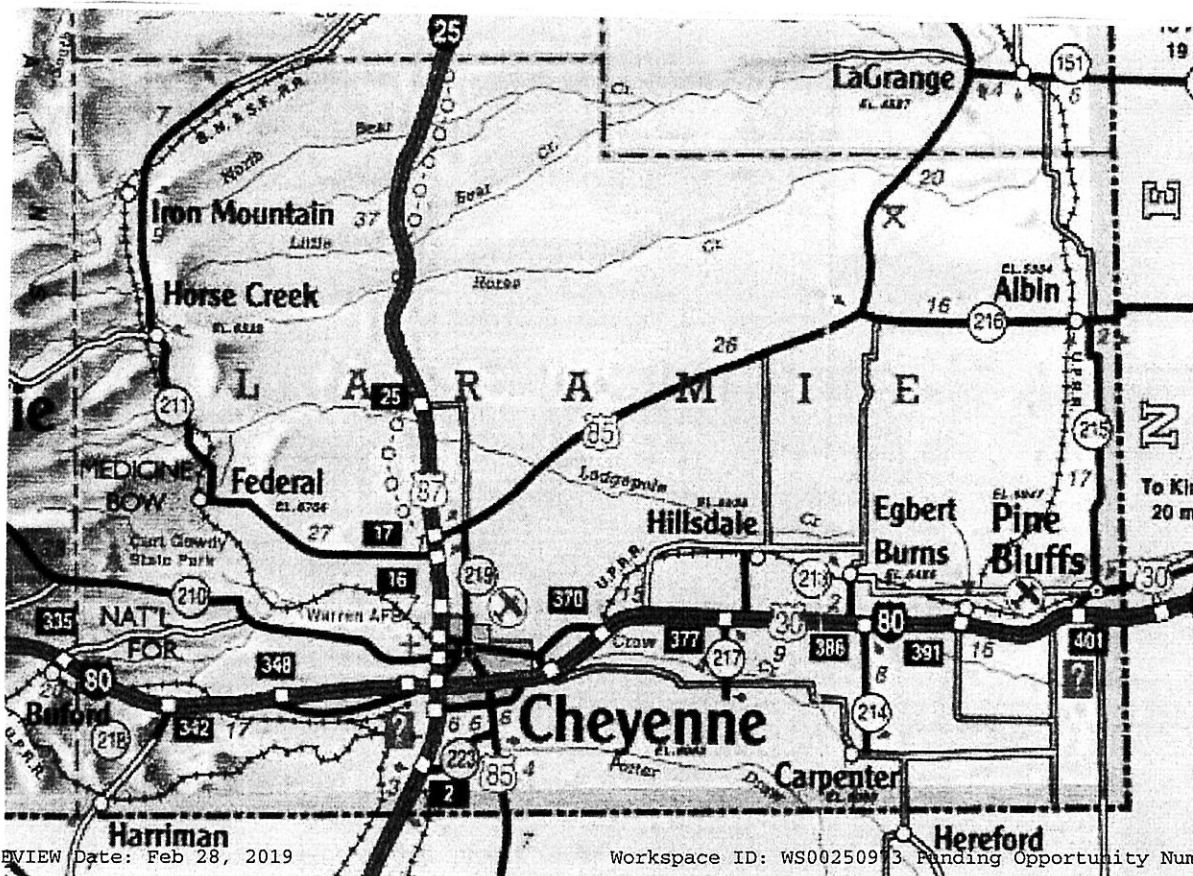
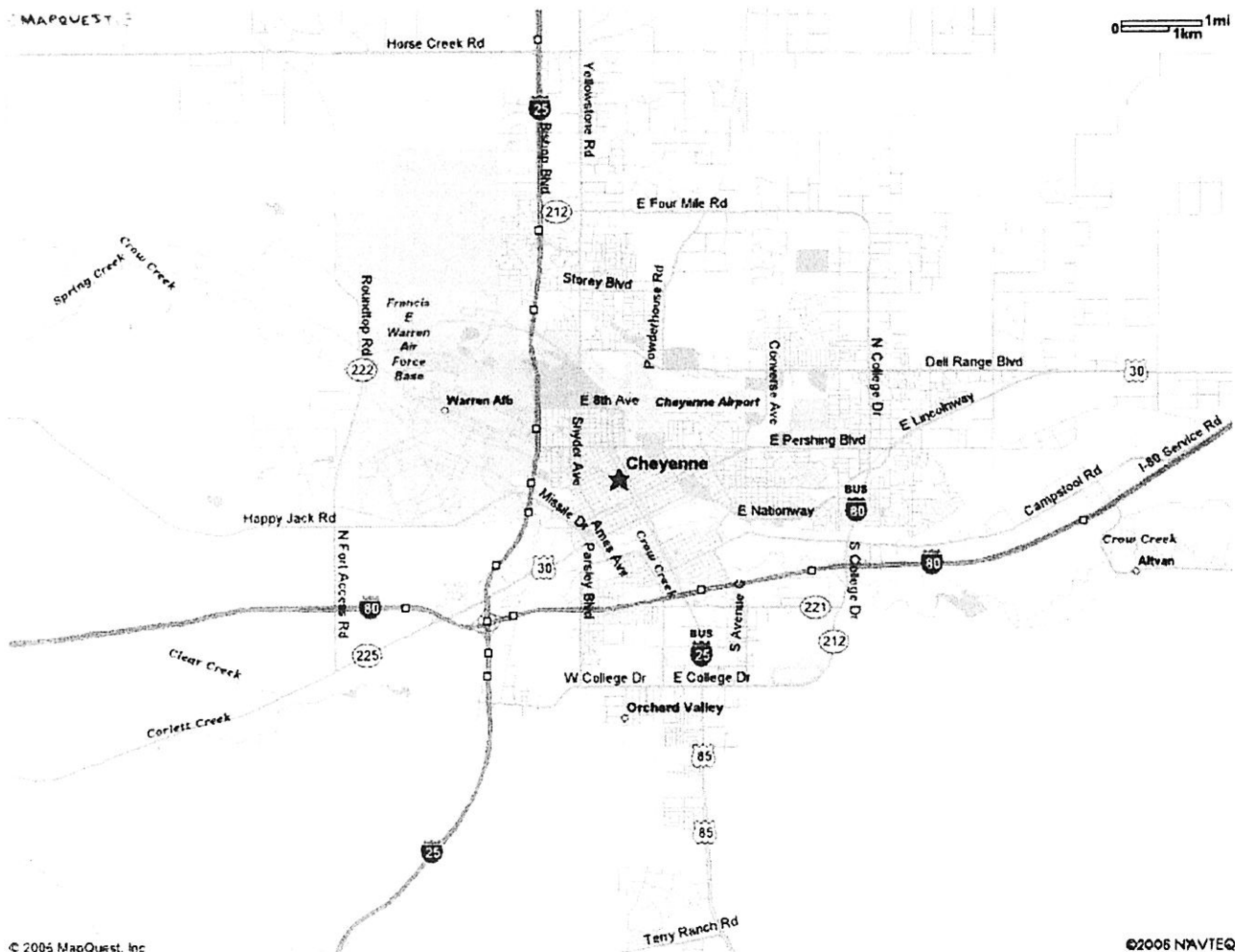
Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title: \* Telephone Number:  Fax Number: \* Email: \* Signature of Authorized Representative:  \* Date Signed:



## Budget Narrative File(s)

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**\* Mandatory Budget Narrative Filename:**

[Add Mandatory Budget Narrative](#)

[Delete Mandatory Budget Narrative](#)

[View Mandatory Budget Narrative](#)

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To add more Budget Narrative attachments, please use the attachment buttons below.

[Add Optional Budget Narrative](#)

[Delete Optional Budget Narrative](#)

[View Optional Budget Narrative](#)

## **BUDGET DETAIL WORKSHEET AND NARRATIVE**

The Cheyenne Police Department in collaboration with the Laramie County Sheriff's Department, the Office of the District Attorney of the First Judicial District, and Safehouse Services Inc., request five hundred thousand dollars (\$500,000), from the Office on Violence Against Women (OVW), to fund the OVW Fiscal Year 2019 Improving Criminal Justice Response to Sexual Assault, Domestic Violence, Dating Violence and Stalking Grant Program. Funding would allow the continuation of our Community Advocacy Response Initiative (CARI) patrol units who respond to domestic violence, dating violence, sexual assault, human trafficking, stalking and protection order violations.

### **Personnel:**

- The award would compensate trained Cheyenne Police Department Law Enforcement Officers to respond and follow up on all domestic violence, dating violence, sexual assault, human trafficking, stalking and protection order violation calls for service during a CARI unit shift. Additionally, the Cheyenne Police Department Officers will work an average of twelve (12) hours per week overtime on the CARI Unit. Employed and experienced, full-time Advocates from the Cheyenne Police Department, the Laramie County Sheriff's Department and Safehouse Services Inc., will cover an average of twenty (20) hours per week split between the Cheyenne Police Department and the Laramie County Sheriff's Department. The CARI Unit Detective Sergeant of the Cheyenne Police Department will be supervising the CARI Patrol Officers and the CARI Unit Domestic Violence (DV) Detective position housed at the Cheyenne Police



Department. The CARI Unit DV Detective will follow up and investigate all domestic violence and dating violence cases, while being in direct communication with the Office of the District Attorney of the First Judicial District to gather any pertinent evidence further required for prosecution of the offender. Additionally, the CARI Unit DV Detective will follow up and investigate all sexual assault, human trafficking, stalking and protection order violation incidents that are reported during a scheduled CARI Unit shift. The CARI Unit DV Detective will also follow up with victims at the request of the Laramie County Sheriff's Department when contact with a victim cannot be established. The CARI Unit DV Detective will work closely with the CARI Unit Advocacy Supervisor who will maintain supervision over the CARI Unit Advocates and CARI Unit shifts. The CARI Unit Detective will report statistical data to the CARI Unit Advocacy Supervisor who will monitor grant reporting and the budget while documenting statistical information regarding calls for service. This position will also follow up on all domestic violence, dating violence, sexual assault, human trafficking, stalking and protection order violations. The CARI Unit DV Detective will begin January 2020 following approval of city council and finance committee approval and selection. This position is calculated for 2.75 years to accommodate this process.

<b>Position</b>	<b>Computation</b>	<b>Position Costs</b>
<b>CARI Unit Officers</b>	\$51-hour x 12-hour week x 156 weeks	\$95,472.00
<b>CARI Unit Advocates</b>	\$36.50-hour x 20-hour week x 156 weeks	\$113,880.00

OVW Fiscal Year 2019 Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, Dating Violence and Stalking

<b>CARI Unit Domestic Violence Detective</b>	\$54,070.00 x 2.75 years	\$148,693.00
<b>Positions Total</b>		<b>\$358,045.00</b>

- **Fringe Benefits for CARI Unit Officers and CARI Unit Advocates:**

- Federal Insurance Contributions Act (FICA), Worker's Compensation, Medicare and Pension Rates are calculated at the current city [of Cheyenne] rates for the CARI Unit Officers and CARI Unit Advocates. FICA and Worker's Compensation are calculated at the current city [of Cheyenne] rate for the CARI Unit Domestic Violence Detective position. Health Insurance, dental coverage, life insurance, pension, specialty pay, and annual pay increases will be covered by approved match funding from the City of Cheyenne for this specific position.

<b>Position</b>	<b>Computation</b>	<b>Benefit Costs</b>
<b>CARI Unit Officers</b>		
Medicare	\$95,472 x .0145	\$1,384.00
Worker's Compensation	\$95,472 x .0456	\$4,354.00
Pension	\$95,472 x .086	\$8,211.00
<b>Total Unit Officers</b>		<b>\$13,949.00</b>
<b>CARI Unit Advocates</b>		
Medicare	\$113,880 x .0765	\$8,712.00
Worker's Compensation	\$113,880 x .0456	\$5,193.00
Pension	\$113,880 x .1262	\$14,372.00
<b>Total Advocates</b>		<b>\$28,277.00</b>

OVW Fiscal Year 2019 Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, Dating Violence and Stalking

<b>CARI Unit Domestic Violence Detective</b>		
Medicare + FICA	$\$148,693 \times .0145$	\$2,156.00
Worker's Compensation	$\$148,693 \times .0456$	\$6,780.00
<b>Total Detective Position</b>		<b>\$8,936</b>
<b>Total Fringe Benefits</b>		<b>\$51,162.00</b>

- **Travel:**

- Expenses are calculated to have five (5), CARI Unit members attend four (4), OVW sponsored Technical Assistance Trainings. The City of Cheyenne's established travel policies will be utilized. Personnel from the Cheyenne Police Department, the Laramie County Sheriff's Office, the Office of the District Attorney of the First Judicial District, Safehouse Services Inc. and the Cheyenne Regional Medical Center Forensic Nursing Program (SANE) Program will be eligible to attend these trainings.

<b>Purpose</b>	<b>Location</b>	<b>Item</b>	<b>Computation</b>	<b>Cost</b>
OVW Mandated Technical Assistance Training	To Be Announced	Airfare / Travel Four (4) Trips with five (5) key personnel each trip	x \$300.00 per flight (round trip) [\$300 x 5 people x 4 trips]	\$6000.00
Four (4) trips for five (5) key Personnel on each trip		Lodging for five (5) rooms per trip for three (3) nights each	x \$180.00 per room [\$180 x (5) rooms = \$900 per night x 3 nights = \$2700 x (4) trips]	\$10,800.00

Meals for key Personnel		Meals for 5 people, (3) meals per day for (3) days each trip, (4) trips total within the 36-month award period	x \$17.78 per meal for a total of \$53.34 per person each day x (5) key personnel is \$266.70 per day x 3 days per trip is \$800.10 x (4) trips	\$3200.00
		<b>Total Travel</b>		<b>\$20,000.00</b>

- **Equipment:**

- Not Applicable (N/A)

- **Supplies:**

- The supplies cost will include office supplies (pens, paper and file folders, etc.), printer color cartridges, printer paper for any CARI related training report documentation, brochures, CARI unit shift forms, photo paper, SD cards, USB drives for follow-up photos taken with digital cameras to collect photographic evidence for the prosecution of offenders. Pamphlets and brochures will be specific for victims of strangulation, human trafficking or immigration.

Supplies	Computation	Cost
CARI Unit Training packets – notepads, pens, binders, clip boards, SD cards, crime scene photos cards, name tags and USB drives		\$400.00
Printer, photo paper, Ink / color Cartridges for CARI Unit forms, intake sheets and pamphlets and brochures.		\$621.00
Calculators, ride-along clip boards for advocates, legal		\$300.00

OVW Fiscal Year 2019 Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, Dating Violence and Stalking

pads, legal paper, dividers, file folders, binders, pens for CARI Budget planning and grant management forms,		
	<b>Supplies Total</b>	<b>\$1,321.00</b>

- **Construction:**

- Not Applicable (N/A)

- **Consultants / Contracts:**

- The Laramie County Sheriff's Department deputies will be compensated to work overtime to cover an average of eight (8) hours per week with the CARI initiative. For the purposes of the grant, the average overtime rate of forty-seven dollars (\$47.00) was calculated. FICA, Worker's Compensation and Pension are calculated at the current Laramie County rates other benefits are covered by Laramie County.

<b>Description</b>	<b>Computation</b>	<b>Cost</b>
<b>Laramie County Sheriff's Department</b>	$\$47 \times 8 \text{ hours} \times 156 \text{ weeks}$	<b>\$58,656.00</b>
FICA	$\$58,656 \times .0765$	\$4,487.00
Worker's Compensation	$\$58,656 \times .0219$	\$1,285.00
Pension	$\$58,656 \times .086$	\$5,044.00
<b>Total Fringe Benefits</b>		<b>\$10,816.00</b>
<b>Total Position and Benefits</b>		<b>\$69,472.00</b>
	<b>Total Consultants / Contracts</b>	<b>\$69,472.00</b>

- **Other:**
  - Not Applicable (N.A)
- **Indirect Cost**
  - Not Applicable (N/A)

### **Budget Summary**

<b>A. Personnel</b>	<b>\$358,045.00</b>
<b>B. Fringe Benefits</b>	<b>\$51,162.00</b>
<b>C. Travel</b>	<b>\$20,000.00</b>
<b>D. Equipment</b>	<b>\$0.00</b>
<b>E. Supplies</b>	<b>\$1321.00</b>
<b>F. Construction</b>	<b>\$0.00</b>
<b>G. Consultants / Contracts</b>	<b>\$69,472.00</b>
<b>H. Other</b>	<b>\$0.00</b>
<b>I. Indirect Cost</b>	<b>\$0.00</b>
<b>Total Project Cost</b>	<b>\$500,000.00</b>
<b>Total Federal Request</b>	<b>\$500,000.00</b>
<b>Non-Federal Amount</b>	<b>\$0.00</b>

## **CARI 2019-2022 Budget Detail**

### **Personnel**

CARI Unit Officer	\$95,472.00
CARI Unit Officer Fringe Benefits	<u>\$13,949.00</u>
<i>Total</i>	<i>\$109,421.00</i>

CARI Unit Advocate	\$113,880.00
CARI Unit Advocate Fringe Benefits	<u>\$28,277.00</u>
<i>Total</i>	<i>\$142,157.00</i>

CARI Unit D. V. Detective	\$148,693.00
CARI Unit D.V. Detective Fringe Benefits	<u>\$8,936.00</u>
<i>Total</i>	<i>\$157,629.00</i>

### **Consultants/Contracts**

Laramie County Sheriff's Department	\$58,656.00
Laramie County Sheriff's Dept. Fringe Benefits	<u>\$10,816.00</u>
<i>Total</i>	<i>\$69,472.00</i>

Training	\$20,000
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Supplies	\$1,321.00
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<b><i>Total</i></b>	<b><i>\$500,000.00</i></b>
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Personnel and Fringe Benefits	\$409,207.00
Consultants/Contracts and fringe benefits	\$69,472.00
Travel	\$20,000.00
Supplies	<u>\$1,321.00</u>
<b><i>Total</i></b>	<b><i>\$500,000.00</i></b>

## ATTACHMENTS FORM

**Instructions:** On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

**Important:** Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1	SUMMARY DATA SHEET -2019-1574	Add Attachment	Delete Attachment	View Attachment
2) Please attach Attachment 2	PROPOSAL ABSTRACT 2019-15743	Add Attachment	Delete Attachment	View Attachment
3) Please attach Attachment 3	Acknowledgement of Confidentiality	Add Attachment	Delete Attachment	View Attachment
4) Please attach Attachment 4	Signed Memorandum of Understanding	Add Attachment	Delete Attachment	View Attachment
5) Please attach Attachment 5	Signed Letter of Nonsupplanted	Add Attachment	Delete Attachment	View Attachment
6) Please attach Attachment 6	Signed Certification of Eligibility	Add Attachment	Delete Attachment	View Attachment
7) Please attach Attachment 7	Signed HIV Certification Letter	Add Attachment	Delete Attachment	View Attachment
8) Please attach Attachment 8	Signed Letter of Intent 2-9-1	Add Attachment	Delete Attachment	View Attachment
9) Please attach Attachment 9	Signed Memorandum of Understanding	Add Attachment	Delete Attachment	View Attachment
10) Please attach Attachment 10	Letter of Support - Forensic	Add Attachment	Delete Attachment	View Attachment
11) Please attach Attachment 11	Key Personnel Resumes.pdf	Add Attachment	Delete Attachment	View Attachment
12) Please attach Attachment 12	Summary of Current and Recent	Add Attachment	Delete Attachment	View Attachment
13) Please attach Attachment 13	FINANCIAL ACCOUNTING PRINCIPLES	Add Attachment	Delete Attachment	View Attachment
14) Please attach Attachment 14	Service Map.pdf	Add Attachment	Delete Attachment	View Attachment
15) Please attach Attachment 15	Job Description, CARI Advocate	Add Attachment	Delete Attachment	View Attachment



## SUMMARY DATA SHEET

- Authorized Organization Representative and point of contact for this grant application is:
  - Leslie A. Burch, Victim Assistance Coordinator, Cheyenne Police Department
  - 415 West 18<sup>th</sup> Street, Cheyenne WY 82001
  - Direct Line: 307-637-6580 / Fax: 307-637-6567
  - E-Mail: [lburch@cheyennepd.org](mailto:lburch@cheyennepd.org)
- The City of Cheyenne has expended \$9,331,264 in Federal funds within the past fiscal year, ending June 30, 2018.
- The City of Cheyenne is the applicant for this grant opportunity OVW-2018-15743. The Cheyenne Police Department and the Cheyenne Police Department Victim Assistance Program is a component of the City of Cheyenne local city government.
- The Cheyenne Police Department was awarded OVW 2015 Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program on October 1, 2015 (2015-WE-AX-0003). This grant concluded January 31, 2019.
- The Cheyenne Police Department will collaborate with Safehouse Services Inc., a nonprofit organization dedicated to providing services and shelter to victims of domestic violence, dating violence, sexual assault and stalking.
- The Cheyenne Police Department will also collaborate through bi-weekly Coordinated Community Response (CCR) team meetings with the Cheyenne Regional Medical Center Forensic Nursing (SANE) Program, the Domestic Abuse Victim Advocate and the Sexual Assault Prevention and Response Team for F.E. Warren Air Force Base. These programs provide additional services to victims of sexual assault and to victims with military affiliation that reside on base.

- The Cheyenne Police Department will incorporate the Cheyenne Police Department Community Action Team (CAT)/Human Trafficking Task Force by responding and investigating calls associated with victims of human trafficking that are reported during active CARI Unit shifts. The CAT team may request CARI Unit Advocates to provide services to human trafficking victims. The CAT team is a collaborative unit made of federal, state, county and city agencies who work specifically to combat human trafficking.
- The Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, Dating Violence and Stalking Program, will be considered a local project, incorporating the entirety of Laramie County. Laramie County encompasses 2,668 square miles with six separate communities; Cheyenne, Pine Bluffs, Carpenter, Burns, Hillsdale and Albin. Laramie County has an estimated population of 98,327 (2017 Census), with population variations from the City of Cheyenne estimating at 63,624 (2017 Census) to Hillsdale's population estimate of 47 (2017 Census). Cheyenne contains 65% of the population of Laramie County contained within 24.52 square miles. A moment's drive in any direction from Cheyenne will place you in a very rural setting. This project will benefit all citizens throughout Laramie County.
- The Improving Criminal Justice Responses Program Statutory Purpose Area will be addressing cases involving the area of domestic violence and dating violence, sexual assault, strangulation, human trafficking and stalking throughout Laramie County. This will be done by implementing a pro-arrest program at the police department and sheriff's department, while including enforcement of current policies for protection order violations and enforcement of laws involving these types of cases.

- The program will provide a CARI Unit Domestic Violence (DV) Detective housed at the Cheyenne Police Department who will thoroughly investigate all cases involving domestic violence, dating violence, strangulation, stalking and protection order violations. Additionally, the CARI Unit DV Detective can conduct follow up visits requested by the Cheyenne Police Department Victim Assistance Program, the Office of the District Attorney, Safehouse Services, and the Laramie County Sheriff's Department. The CARI Unit DV Detective will communicate directly with the Office of the District Attorney regarding investigation and prosecution of said cases.
- With the full-time CARI Unit DV Detective communicating directly with the Office of the District Attorney, the detective will educate the criminal and civil courts (including juvenile courts) about domestic violence and dating violence, sexual assault, human trafficking, strangulation and stalking to improve investigation, prosecution and judicial handling of such cases. The advocates from the victim assistance programs housed in the Cheyenne Police Department, the Laramie County Sheriff's Department and the Office of the District Attorney will provide direct services to the victims involved in the court process.
- To strengthen and revitalize our Coordinated Response Teams (CCR), our program will collaborate with the Laramie County Sheriff's Department Detective Sergeant and their Victim Witness Program, the Office of the First Judicial District Attorney, Leigh Anne Grant Manlove, and the Victim Witness Office for the District Attorney, the Cheyenne Regional Medical Center Forensic Nursing (SANE) Program, and military agencies; F.E. Warren Air Force Base Sexual Assault Prevention and Response Team, and the Domestic

Abuse Victim Advocate, to support victims of sexual assault, domestic violence, strangulation, stalking, and human trafficking.

- Training for law enforcement, prosecutors and advocates will be developed to recognize, investigate, and prosecute domestic violence, sexual assault, strangulation, and stalking incidents involving immigrant victims. Resources will be distributed by the CARI unit program specific to contact information for the Wyoming Coalition Against Domestic Violence and the University of Wyoming College of Law Family and Immigrant Justice Clinic who can provide direct services for immigrant victims.
- We completed the final reporting phase on awarded Office on Women Against Violence (OVW) award number 2015-WE-AX-0003. Project period began 10/01/2015 and concluded on 01/31/2019. CARI Patrol Units began the project on October 15, 2015 and are currently in the process of closeout.
- Remaining award funds for 2015-WE-AX-00033 at the time of closeout for this application was \$94,841.62.
  - Funds remaining in the category of Personnel amounts to \$64,120.75.
  - Funds remaining in the category of Fringe amounts to \$10,819.80
  - Funds remaining in the category of Contracts / Consultants amounts to \$8,871.14
  - Funds remaining in the category of Travel amounts to \$10,000.00
  - Funds remaining in the category of Equipment / Supplies amounts to \$1,029.93
- The award funded 7 part-time advocates, 20 part-time officers with the Cheyenne Police Department, 7 part-time officers with the Laramie County Sheriff's Office, and 1 part-time CARI Advocate housed in the Office of the District Attorney Victim Witness Office.

## PROPOSAL ABSTRACT

The Cheyenne Police Department, the Laramie County Sheriff's Department, the Office of the District Attorney of the first Judicial District and Safehouse Services Inc., recognize that acts of domestic violence and dating violence, sexual assault, stalking and violation of protection orders are serious crimes that require the four aforementioned agencies to work in a cohesive and comprehensive, coordinated community response in Laramie County, Cheyenne, Wyoming. The four (4) partnering agencies desire to enter into a collaborative effort to provide a specialized patrol unit, Community Advocacy Response Initiative (CARI), who are trained in domestic violence and dating violence, sexual assault, human trafficking, stalking and protection order violations. Collaborating agencies are requesting "Arrest" funds to fully implement the initiative. The Cheyenne Police Department and the Laramie County Sheriff's Department have adopted pro-arrest policies and investigate these types of crimes to determine the primary aggressor, signs and symptoms of strangulation and diminish enforcement for acts of self-defense discouraging dual arrest, to enforce laws. Inquires of sexual assaults involve law enforcement investigation which includes a Sexual Assault Nurse Exam (SANE) conducted by a trained Forensic Nurse housed at Cheyenne Regional Medical Center who collects evidence while offering the options of the CARI patrol unit to respond to a sexual assault victim at the time of the report. Safehouse Services Inc. provides advocacy and services to victims of domestic violence and dating violence, sexual assault and stalking in a meaningful manner with victim safety a paramount consideration. This initiative will interlock the response of the law enforcement investigation and service implementation together to provide a more significant, timely and impacting experience for the victim; at the same time, this will focus on offender accountability. Investigations involving human trafficking includes law enforcement examination by the

Cheyenne Police Department Community Action Team (CAT)/ Human Trafficking Task Force which includes a multidisciplinary team response involving advocates, forensic nurses and prosecution. The Office of the District Attorney, First Judicial District believes in strong prosecution of domestic violence and dating violence offenders, sexual assault offenders, stalking offenders and offenders who violate protection orders and agree that a comprehensive coordinated response and thorough investigation is vital for victim safety and offender accountability. Providing a full-time CARI Unit Domestic Violence (DV) Detective at the Cheyenne Police Department who works directly with Cheyenne Police Department Victim Assistance Program and the Office of the District Attorney will maintain the goal of providing a safe and valuable experience for victims who report crimes to law enforcement while decreasing barriers in attitudes and social stigma that might keep victims from seeking out services; and at the same time holds the offenders accountable. This initiative will allow the CARI patrol units to make referrals to the F.E. Warren Air Force Base Domestic Abuse Victim Advocate and the Sexual Assault Prevention and Response Team for victim's serving in the military who live off base and within city or county jurisdiction. Funding for this project will train staff in the operation of every aspect of the CARI Unit, including victim interaction, direct services, primary aggressor and strangulation in domestic violence cases, sexual assault prevention, law enforcement investigations, integrating and coordinating sexual assault care, forensic nurse evidence collection, identifying human trafficking victims, coordinated community response, resources for victims who are immigrants, military agency options for victims and how the prosecution moves forward with cases while providing victim services throughout the court process. CARI unit forms, resource pamphlets and follow up cards will be provided to victims at the time of the reported incident.



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## **Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended**

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Under section 40002(b)(2) of the Violence Against Women Act, as amended (42 U.S.C. 13925(b)(2)), grantees and subgrantees with funding from the Office on Violence Against Women (OVW) are required to meet the following terms with regard to nondisclosure of confidential or private information and to document their compliance. By signature on this form, applicants for grants from OVW are acknowledging that they have notice that, if awarded funds, they will be required to comply with this provision, and will mandate that subgrantees, if any, comply with this provision, and will create and maintain documentation of compliance, such as policies and procedures for release of victim information, and will mandate that subgrantees, if any, will do so as well.

### **(A) In general**

In order to ensure the safety of adult, youth, and child victims of domestic violence, dating violence, sexual assault, or stalking, and their families, grantees and subgrantees under this subchapter shall protect the confidentiality and privacy of persons receiving services.

### **(B) Nondisclosure**

Subject to subparagraphs (C) and (D), grantees and subgrantees shall not—

(i) disclose, reveal, or release any personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and subgrantees' programs, regardless of whether the information has been encoded, encrypted, hashed, or otherwise protected; or

(ii) disclose, reveal, or release individual client information without the informed, written, reasonably time-limited consent of the person (or in the case of an unemancipated minor, the minor and the parent or guardian or in the case of legal incapacity, a court-appointed guardian) about whom information is sought, whether for this program or any other Federal, State, tribal, or territorial grant program, except that consent for release may not be given by the abuser of the minor, incapacitated person, or the abuser of the other parent of the minor.

If a minor or a person with a legally appointed guardian is permitted by law to receive services without the parent's or guardian's consent, the minor or person with a guardian may release information without additional consent.

**(C) Release**

If release of information described in subparagraph (B) is compelled by statutory or court mandate—

- (i) grantees and subgrantees shall make reasonable attempts to provide notice to victims affected by the disclosure of information; and
- (ii) grantees and subgrantees shall take steps necessary to protect the privacy and safety of the persons affected by the release of the information.

**(D) Information sharing**

(i) Grantees and subgrantees may share—

- (I) nonpersonally identifying data in the aggregate regarding services to their clients and nonpersonally identifying demographic information in order to comply with Federal, State, tribal, or territorial reporting, evaluation, or data collection requirements;
- (II) court-generated information and law enforcement-generated information contained in secure, governmental registries for protection order enforcement purposes; and
- (III) law enforcement-generated and prosecution-generated information necessary for law enforcement and prosecution purposes.

(ii) In no circumstances may—

- (I) an adult, youth, or child victim of domestic violence, dating violence, sexual assault, or stalking be required to provide a consent to release his or her personally identifying information as a condition of eligibility for the services provided by the grantee or subgrantee;
- (II) any personally identifying information be shared in order to comply with Federal, tribal, or State reporting, evaluation, or data collection requirements, whether for this program or any other Federal, tribal, or State grant program.

**(E) Statutorily mandated reports of abuse or neglect**

Nothing in this section prohibits a grantee or subgrantee from reporting suspected abuse or neglect, as those terms are defined and specifically mandated by the State or tribe involved.

**(F) Oversight**

Nothing in this paragraph shall prevent the Attorney General from disclosing grant activities authorized in this Act to the chairman and ranking members of the Committee on the Judiciary of the House of Representatives and the Committee on the Judiciary of the Senate exercising Congressional oversight authority. All disclosures shall protect confidentiality and omit personally identifying information, including location information about individuals.

**(G) Confidentiality assessment and assurances**

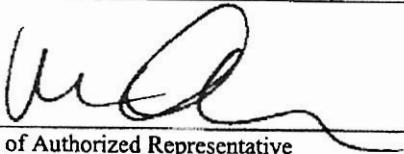
Grantees and subgrantees must document their compliance with the confidentiality and privacy provisions required under this section.



As the duly authorized representative of the applicant, I hereby acknowledge that the applicant has received notice that if awarded funding they will comply with the above statutory requirements. This acknowledgement shall be treated as a material representation of fact upon which the Department of Justice will rely if it determines to award the covered transaction, grant, or cooperative agreement.

Marian J. Orr Mayor  
Typed Name of Authorized Representative Title

Telephone Number 307-637-6300

 2-19-19  
Signature of Authorized Representative Date Signed

City of Cheyenne  
Agency Name



www.cheyennecity.org ●

## OFFICE OF THE MAYOR

2101 O'Neil Avenue  
Cheyenne, WY 82001  
(307) 637-6300  
(307) 637-6378 FAX

February 19, 2019

Director  
Office on Violence Against Women  
145 N St. NE  
Washington, DC 20530

Dear Director:

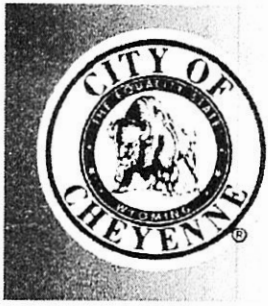
The City of Cheyenne certifies that any funds awarded through the Cheyenne Police Department Victim Assistance Program will be used to supplement, not supplant, existing non-federal funds that otherwise would be available for activities under the award. The City of Cheyenne understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

Marian J. Orr  
Mayor, City of Cheyenne

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City Of Cheyenne



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## OFFICE OF THE MAYOR

2101 O'Neil Avenue  
Cheyenne, WY 82001  
(307) 637-6300  
(307) 637-6378 FAX

February 19, 2019

Director  
Office on Violence Against Women  
145 N Street, NE  
Suite 10 W, 121  
Washington, DC 20530

***Re: Improving Criminal Justice Responses Program Certification of Eligibility***

Dear Director:

As Mayor of the City of Cheyenne, I submit this letter to certify to the following:

- 1) the laws or official policies of the City of Cheyenne encourage, or mandate arrests of domestic violence offenders based on probable cause that an offense has been committed;
- 2) the laws or official policies of the City of Cheyenne encourage, or mandate arrests of domestic violence offenders who violate the terms of a valid and outstanding protection order;
- 3) the laws, policies, or practices and the training programs of the City of Cheyenne discourage dual arrests of offender and victim;
- 4) the laws, policies, or practices of the City of Cheyenne prohibit issuance of mutual restraining orders of protection except in cases where both parties file a claim and the court makes detailed findings of fact indicating that both parties acted primarily as aggressors and that neither party acted primarily in self-defense;

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City Of Cheyenne

- 5) the laws, policies, and practices of the City of Cheyenne do not require, in connection with the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, or service of a protection order, or a petition for a protection order, to protect a victim of sexual assault, domestic violence, dating violence, or stalking, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, modification, enforcement, dismissal or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction; and
- 6) the laws, policies or practices of the City of Cheyenne ensure that:
- (A) no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of a sex offense as defined under federal, tribal, state, territorial, or local law submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of, trial of, or sentencing for such an offense; and
  - (B) the refusal of a victim to submit to an examination described in subparagraph (A) shall not prevent the investigation of, trial of, or sentencing for the offense.

Sincerely,



Marian J. Orr  
Mayor, City of Cheyenne



www.cheyennecity.org •

## OFFICE OF THE MAYOR

2101 O'Neil Avenue  
Cheyenne, WY 82001  
(307) 637-6300  
(307) 637-6378 FAX

February 19, 2019

Director  
Office on Violence Against Women  
145 N Street, NE  
Suite 10 W. 121  
Washington, DC 20530

*Re: HIV Certification*

Dear Director:

I certify that the City of Cheyenne's laws, regulations, or policies are in compliance with the requirements of 34 U.S.C. §10461 (d). Specifically, Wyoming Statute § 7-1-109 requires:

- (A) The state or unit of government at the request of a victim to administer to a defendant, against whom an information or indictment is presented for a crime in which by force or threat of force the perpetrator compels the victim to engage in sexual activity, testing for the immunodeficiency virus (HIV) not later than 48 hours after the date on which the information or indictment is presented and defendant is in custody or has been served with the information or indictment;
- (B) as soon as practicable notification to the victim, or parent and guardian of the victim, and defendant of the testing results; and
- (C) follow-up tests for HIV as may be medically appropriate, and that as soon as practicable after each such test the results be made available in accordance with subparagraph (B).

I have attached documentation that supports our certification.

Sincerely,

Marian J. Orr  
Mayor, City of Cheyenne

City Of Cheyenne

guardian or custodian, the person taking the minor into custody shall give notice thereof to the minor's parent, guardian or custodian as soon as possible, and in no case later than twenty-four (24) hours after taking the minor into custody.

(f) The county sheriffs shall report on and the department of family services shall collect and analyze data regarding the application of the juvenile detention risk assessment instruments specified under W.S. 5-6-113(c) and subsection (c) of this section and shall report to the joint judiciary interim committee annually beginning January 1, 2011 and every January 1 thereafter.

**7-1-109. Examination for sexually transmitted diseases required in certain cases; health officers to notify crime victims; results confidential.**

(a) Upon the consent of a person accused of any crime wherein it is alleged that there has been an exchange of bodily fluids, that person shall be examined as soon as practicable, but not later than forty-eight (48) hours after the date on which the information or indictment is presented, for sexually transmitted diseases included within the list of reportable diseases developed by rule and regulation of the department of health pursuant to W.S. 35-4-130(b).

(b) For cases in which a person is accused of any crime wherein it is alleged that there has been an exchange of bodily fluids and the accused person is unwilling or unable to give consent as provided in subsection (a) of this section, or when, for any reason it is impractical to seek consent under subsection (a) of this section, the court may by warrant, upon a sufficient showing of probable cause by affidavit, at any time of day or night, order the medical examination of the accused person for sexually transmitted diseases included within the list of reportable diseases developed by rule and regulation of the department of health pursuant to W.S. 35-4-130(b). Testing for sexually transmitted diseases done under this subsection shall be conducted as soon as practicable, but no later than forty-eight (48) hours after the date on which the information or indictment is presented.

(c) Any person convicted of a sex offense shall, at the request of the victim, be examined as soon as practicable, but not later than forty-eight (48) hours after the conviction for sexually transmitted diseases included in the list specified in subsection (a) of this section. The victim shall make the request to the district attorney responsible for prosecuting the offense. If the offender is unwilling or unable to consent to the examination the district attorney shall petition the court for an order requiring

the offender to submit to the examination.

(d) Any examination performed under this section shall be performed by a licensed physician or other health care provider. The examination shall be in accordance with procedures prescribed by the department of health under W.S. 35-4-130 through 35-4-134 and the examination results shall be reported to the appropriate health officer. Upon receipt of the examination results, the health officer shall notify the victim, the alleged victim or if a minor, the parents or guardian of the victim or the alleged victim. Additional testing under this section shall be performed as medically appropriate and shall be made available in accordance with the provisions of this section.

(e) Costs of any medical examination undertaken pursuant to this section shall be funded through the department of health. If the court finds that the offender is able to reimburse the department, the offender shall reimburse the department for the costs of any medical examination under this section.

(f) All results which are or can be derived from the examination ordered pursuant to this section are confidential, are not admissible as evidence and shall not be disclosed except:

(i) As provided by this section;

(ii) As provided by W.S. 35-4-132(d);

(iii) In a civil action for the negligent or intentional infliction of or exposure to a sexually transmitted disease;

(iv) In a criminal prosecution for the criminal infliction of or exposure to a sexually transmitted disease; or

(v) As otherwise provided by law.

(g) As used in this section:

(i) "Convicted" includes pleas of guilty, nolo contendere and verdicts of guilty upon which a judgment of conviction may be rendered, and includes juvenile adjudications of delinquency if the adjudication is based upon an act which would constitute a sex offense. "Convicted" shall also include dispositions pursuant to W.S. 7-13-301;

(ii) "Sex offense" means sexual assault under W.S. 6-2-302 through 6-2-304, attempted sexual assault, conspiracy to commit sexual assault, incest under W.S. 6-4-402 or sexual abuse of a minor under W.S. 6-2-314 through 6-2-317.



# CHEYENNE POLICE



Protecting the legend...

415 W. 18th Street • Cheyenne, WY 82001 • Phone (307) 637-6500 • Fax (307) 637-6558 • [www.cheyennepd.org](http://www.cheyennepd.org)

February 9, 2019

Director  
Office on Violence Against Women  
145 N Street NE  
Suite 10W. 121  
Washington, DC 20530

Dear Director:

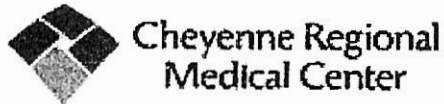
This letter serves to certify that the City of Cheyenne is registered and current with the System for Award Management (SAM) under DUNS number 075758169. The City of Cheyenne verified registration on February 9, 2019. The SAM registration for City of Cheyenne will expire on October 4, 2019.

I understand that upon application submission in Grants.gov the Authorized Organization Representative (AOR) will receive a minimum of two email messages. One will confirm receipt of the application package. The other will either notify the AOR that the application was successfully submitted, or it will notify the AOR that there is an error with the application submission. In order to successfully receive notifications from Grants.gov, all information listed in Grants.gov must be current and active. The City of Cheyenne verified that all information listed in Grants.gov, Leslie A. Burch, Cheyenne Police Department Victim Assistance Coordinator, 415 W. 18<sup>th</sup> Street, Cheyenne, WY 82001, (307)-637-6507, [lburch@cheynnepd.org](mailto:lburch@cheynnepd.org), is current and active on February 9, 2019.

Sincerely,

A handwritten signature in black ink that reads "Leslie A. Burch". The signature is fluid and cursive.

Leslie A. Burch  
Authorized Organization Representative



Leslie A. Burch  
Victim Assistance Coordinator  
Cheyenne Police Department  
2020 Capital Avenue  
Cheyenne, Wyoming 82001

February 18, 2019

Dear Ms. Burch,

The Forensic Nurse Examiner Program is excited to submit this letter in ongoing support of the continuation of the Community Advocacy Response Initiative (CARI) Unit grant. This initiative implements a pro-arrest program of a trained law enforcement officer or deputy and an advocate to respond to domestic violence, dating violence, sexual assault, stalking and protection order violation related calls. Advocates will continue to be available to provide services immediately and the continued collaboration between agencies and organizations within Laramie County. The City of Cheyenne will support the program by utilizing CARI units for victim follow-up or by referring victims to the CARI unit when available. The CARI units will continue to utilize the information and referral options to the Forensic Nursing Program and F.E. Warren SARC Team.

More than ever, we feel this continued project will further strengthen the partnership between agencies and continue to assist in providing the best service possible for victims of domestic violence and sexual assault. The community is best served when organizations collaborate to leverage resources and expertise. We believe that the CARI facilitates a high level of collaboration that benefits those who come in contact with our respective agencies and programs. In addition, forensic nurses continue to look forward to an opportunity to work with the partner agencies to provide education about our program and provide training.

If we can be of any further assistance in supporting the continuation of the grant, please do not hesitate to contact us at any time.

Sincerely,  
Cheyenne Regional Medical Center  
Forensic Nursing Program

A handwritten signature in cursive script that reads "Leslie Hansen".

Leslie Hansen, BSN, RN, SANE-A, SANE-P  
Forensic Nursing Program Manager

## ***Leslie A. Burch***

415 W. 18<sup>th</sup> Street, 2<sup>nd</sup> Floor

Cheyenne, WY 82001

307-637-6507 ext. 6580

[lburch@cheyennepd.org](mailto:lburch@cheyennepd.org)

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**OBJECTIVE: Victim Assistance Program Coordinator / CARI Unit Advocate Supervisor**

### **EXPERIENCE:**

*Victim Assistance Program Coordinator (2012-Present)*

*Victim Assistance Advocate for Cheyenne Police Department (2009-2012),*

February 2009 - Present

- Responsible for assisting and contacting all victims of crime in the city of Cheyenne. Transition and refer victims to community organizations and resources
- Respond On-call when officers request an advocate on site and offer services to victims. Respond to domestic violence, sexual assault, suicides, death notifications and debriefing when requested. Transport victims if needed. On call for 24 hours
- Attend meetings with collaborative organizations such as the District Attorney's Office, Safehouse, Safe Harbor and Laramie County Sheriff's Department for case inquiry
- Meet with victims in person and at the hospital and attend court when requested, notify and maintain contact with victims by mail and phone call. Take follow up pictures if needed
- Advise victims of Criminal Protection Orders and Court process
- Attend in house trainings and out of state trainings to further the position as an advocate and certification
- Manage and maintain grant for program, monthly payroll summary, reimbursement forms and CARI grant
- Advise and complete application for Crime Victims Compensation through the Division of Victim Services. Work closely with the claim analysts with the state division and detectives involved in cases
- Enter and submit monthly stats for CARI and Program data and reporting and maintain follow up contact information for victims
- Manage Volunteer program for both city and county and arrange 40-hour training for volunteers
- Manage and distribute donations

### **PROFESSIONAL SOCIETIES:**

Community Advocacy Response Initiative Response Advocate  
Notary Public for Laramie County, State of Wyoming  
Member of CIRT Team – Critical Incident Response Team  
Volunteer for Victim Assistance at the Cheyenne Police Dept.

Revised  
12/11/17

Nominated for Employee recognition in 2010  
Certificate of Appreciation- WY Military Department – 2011  
Outstanding Advocate 2013

**SPECIALIZED  
TRAINING:**

Advanced Course on Strangulation Prevention 2018  
Crisis Intervention Team Training 2017  
Foundations in Victim Services – Professional Certificate  
Grant Writing Training – Grant Writing USA Class 2010 and 2018  
Child Abuse Mandated Reporter Training  
Wyoming Crimes Against Children Conference-2010 thru 2018  
Child Sexual Abuse Forensic Interview Training- Certificate  
Sexual Assault Summit 2010 thru 2017  
Navigating through Strangulation and Evidence Based DV Cases  
Board of Parole and Victim Notification Program Overview  
Certificate of Completion for Defensive Driving Course  
Communicable Disease and Bloodborne Pathogens Training

**EDUCATION:**

Graduated from Cheyenne East High School, Cheyenne, WY

**CONTINUING  
EDUCATION:**

LCCC – Laramie County Community College: Legal Assistant  
Program/Criminal Justice

Revised  
12/11/17

Joel S. Hickerson  
Person Crimes Sergeant  
Cheyenne Police Department  
415 W, 18<sup>th</sup> St.  
Cheyenne, WY 82001

**Position:**

Selected as the CARI Sergeant Representative for the Cheyenne Police Department on March 1, 2015

**Education:**

Graduate, High School Diploma – Rock Springs, WY High School, Class of 1999.

Bachelor of Arts, Forensic Anthropology – University of Wyoming, Class of 2004.

Graduate, Wyoming Law Enforcement Academy – Patrol Basic, 2005 (Class P05B109)

**Related Work Experience:**

Laramie Police Department – April 4, 2005 to July 16, 2007. Patrol Officer

Cheyenne Police Department – July 16, 2007 to January 2011. Patrol Officer

Cheyenne Police Department – January 1, 2011 to January 3, 2015. Detective, Person Crimes

Cheyenne Police Department - Patrol Sergeant – January 6, 2015 to January 3, 2016

Cheyenne Police Department - Person Crimes Detective Sergeant - January 3, 2016 to Present

**Related Specialties:**

Reid Interview and Interrogation – 2006

WYCIIS (Wyoming Criminal Justice information System) Access- 2006 to Present

Drug Court Liaison- 2008 through 2010

Crime Scene Technician/Major Crime Scene Unit- January, 2008 to Present  
FTO (Field Training Officer) – March, 2009 to December, 2014  
CARI Officer- 2009 to 2011  
Police Department Squad Leader- 2010  
CLEAR Administrator 2011-Present  
TLO (Tracking Leads Online) Administrator- 2011to 2016  
Child Advocacy Multi-Disciplinary Team- March 2011 to Present  
Sudden Unintended Infant Death Investigations Training - March, 2011  
Person Crimes Detective- January, 2011 to January, 2015  
Special Deputation – US Marshall Service Fugitive Task Force - June, 2011 to Present  
Cornerhouse RATAC child forensic interviewer - August, 2011 to Present  
CAGE (Cheyenne Area Gang Enforcement) member - October, 2011 to January, 2018  
IHIA (International Homicide Investigators Association) Member - January, 2012  
Sex Offender Containment Team Liaison - January, 2013 to January, 2015  
Person Crimes Detective Sergeant- January, 2016 to Present  
Basic Strangulation Training- April, 2017  
Domestic Violence, Stalking and Sexual Assault Expert Witness- May, 2017 to Present  
Advanced Strangulation Training- February, 2018

**Commendations:**

2008- 26 DWUI Arrests – Governor's Silver Award  
2008 - Judge's Commendation, Testimonial Acumen  
2008 - Chief's Commendation, Violent Felon Apprehension  
January, 2009 - Case of the Month, Felony Child Abuse  
February, 2009 - Case of the Month, Drug Interdiction

March, 2009 - Case of the Month, Apprehension of Suicidal/Homicidal Subject

July, 2009 - Case of the Month, Aggravated Burglary Ring

2010 - Meritorious Service Award

2012 - Specialty Officer of the Year (Detective, Person Crimes)

2013- Unit Citation, Aggravated Assault Investigation

2014 - Chief's Commendation, Violent Felon Apprehension

2015 – Life Saving Award

## Detective Sergeant Curtis Burch

Laramie County Sheriff's Department

1910 Pioneer Ave

Cheyenne, WY 82001

[burchc@laramiecounty.com](mailto:burchc@laramiecounty.com)

307-633-4763

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### POSITION:

CARI Sergeant Representative for the Laramie County Sheriff's Department.

### Education:

05/2018	Ethics in Law Enforcement
03/2018	Detective and Criminal Investigator Course
04/2017	Data Driven Approaches to Crime and Traffic Safety
07/2016	Credible Leadership Development
06/2016	ICS-300
05/2016	Crimes Against Children Conference
05/2015	Crimes Against Children Conference
05/2014	Supervisor Liability
11/2011	Child Abduction Response
06/2011	FBI Executive Command College
02/2010	First Line Supervision
05/2008	Field Training Officer Certification
04/2007	CDP Instructor Training Certification Course
04/2006	Active Shooter – Response to Violent School Incidents
02/2006	National WMD Standardized Awareness Program
09/2005	IS-700 – NIMS
06/2005	Drug Law Enforcement School
10/2004	Street Survival
01/2004 – 03/2004	Wyoming Law Enforcement Academy Peace Officer Basic
06/2002	Eastern Wyoming College – 12 Credit Hours
04/2002 – 06/2002	Wyoming Law Enforcement Academy Detention Basic
06/2001	Laramie County Community College – 3 Credit Hours
10/1996 – 11/1996	USAF Ground Combat Skills
08/1996 – 10/1996	USAF Security Police Apprentice Course
06/1996 – 08/1996	USAF Basic Military Training
08/1992 – 05/1996	Chatfield Senior High School, Littleton Colorado.



## Training / Certifications:

- Certified Professional Peace Officer – 2886 POST Credit Hours
- POST Certified Domestic Violence Response and Strangulation Instructor
- Wyoming POST certified EC/IR and DWUI Enforcement instructor.
- U.S. Department of Homeland Security General Instructor, certified since April 2007.
- U.S. Marshal Special Deputation Appointment.
- Completed several hours of Advanced Domestic Violence / Strangulation Investigation and Sexual Assault Training courses.
- Completed several hours of Basic and Advanced Supervision courses.
- Completed over 2,880 hours of POST certified training in other general and specialty subjects, to include firearms and weapons training, emergency management, child abduction, DWUI enforcement, etc.

## Employment:

06/2001 – Present

### Laramie County Sheriff's Department

- *2019 – Present*      *Detective Sergeant*
  - Supervise and manage Detective Division and oversee investigation operations.
  - Conduct criminal investigations, to include major crimes.
- *2008 – 2019*      *Patrol Sergeant*
  - Supervise patrol deputies and oversee specific patrol operations.
  - Field Training Officer Program Supervisor.
  - Senior EC/IR operator.
  - Patrol Laramie County to protect its citizens and enforce state laws.
- *2004 – 2008*      *Patrol Deputy*
  - Patrol Laramie County to protect its citizens and enforce state laws.
  - Field Training Officer
- *2001 – 2004*      *Detention Deputy*
  - Supervise inmates in a direct supervision facility.
  - Transport inmates to and from court and other jurisdictions.
  - Process inmates into the facility through the booking process.

06/1996 – 06/2000

United States Air Force

- Security Forces Specialist
- Mobile Fire Team Leader
- Certified under the Personnel Reliability Program for clearance to perform nuclear related duties, with no de-certifications.
- Team Leader, Operation Southern Watch, Ali Al Salem Air Base, Kuwait.
- Team Member, Operation Southern Watch, Eskan Village, Riyadh, Saudi Arabia.

**Notable Accomplishments and Awards:**

- Wyoming Law Enforcement Academy Honor Graduate Nominee
- Received the LCSD Life Saving Award for being directly responsible for the saving of a human life.
- Recognized by F.B.I. for outstanding professionalism when assisting local agents.
- Received the Laramie County Government Service Award.
- Received a “Little People’s Choice” award for community service efforts.
- Received LCSD Certificate of Recognition for performance reflecting a high quality of professionalism during a time of crisis.
- Received multiple Governor’s awards for DUI enforcement from 2004 – 2006.
- Recipient of Wyoming Governor’s Outstanding DUI Enforcement Award in 2006.
- Received the LCSD Meritorious Service Commendation for making the highest number of DUI arrests in the State of Wyoming in 2006 and the supervisor’s recognition as the department’s top performer in regards to productivity.
- Received the LCSD Meritorious Service Commendation for professionalism and dedication during 10 years of supervising the Field Training Officer Program.
- Received the LCSD Certificate of Commendation for displaying excellent initiative, intuition and safety practices to locate and disarm a suicidal subject with a gun.
- Received the LCSD Certificate of Commendation for locating and stopping an armed and dangerous wanted felon, resulting in the neutralization of a deadly threat to officers and the community.
- Received two USAF Achievement Medals for outstanding efforts during deployments during Operation Southern Watch.
- Received the USAF Outstanding Unit Award.
- Received the USAF Good Conduct Medal.
- Received the Armed Forces Expeditionary Medal for times and areas of deployment during Operation Southern Watch.

Summary of Current and Recent OVW Projects

City of Cheyenne, Cheyenne Police Department Victim Assistance Program								
Service Area: Laramie County								
Size of Service Area 2,688								
Size of Target Population 98,327								
Award Number	Award End Date	Program	Award Amount	Amount Remaining	Extension Needed?	Extension Needed: Timeframe	Grant-Individual(s) and Job Title(s)	Justification for Remaining Funds
2015-WE-AX-0003	10/1/2018	CARI Program 2015-2018	450,000	Total \$94,841.62 A. Personnel: <u>\$64,120.75</u> B. Fringe: <u>\$10,819.80</u> C. Travel: <u>\$10,000</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$1029.93</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$8,871.14</u> <hr/> A thru G = \$94,841.62	Yes	Extension approved to be completed by 1/31/19	27 CARI Officers: 7 CARI Advocates 1 Full-time CARI Advocate housed in the DA's Office	CARI Units continued to operate shifts on a weekly basis for both the Cheyenne Police Department and the Laramie County Sheriff's Department and expended funding through 1/31/19.

## **PRE-AWARD RISK ASSESSMENT**

### **FINANCIAL ACCOUNTING PRINCIPLE**

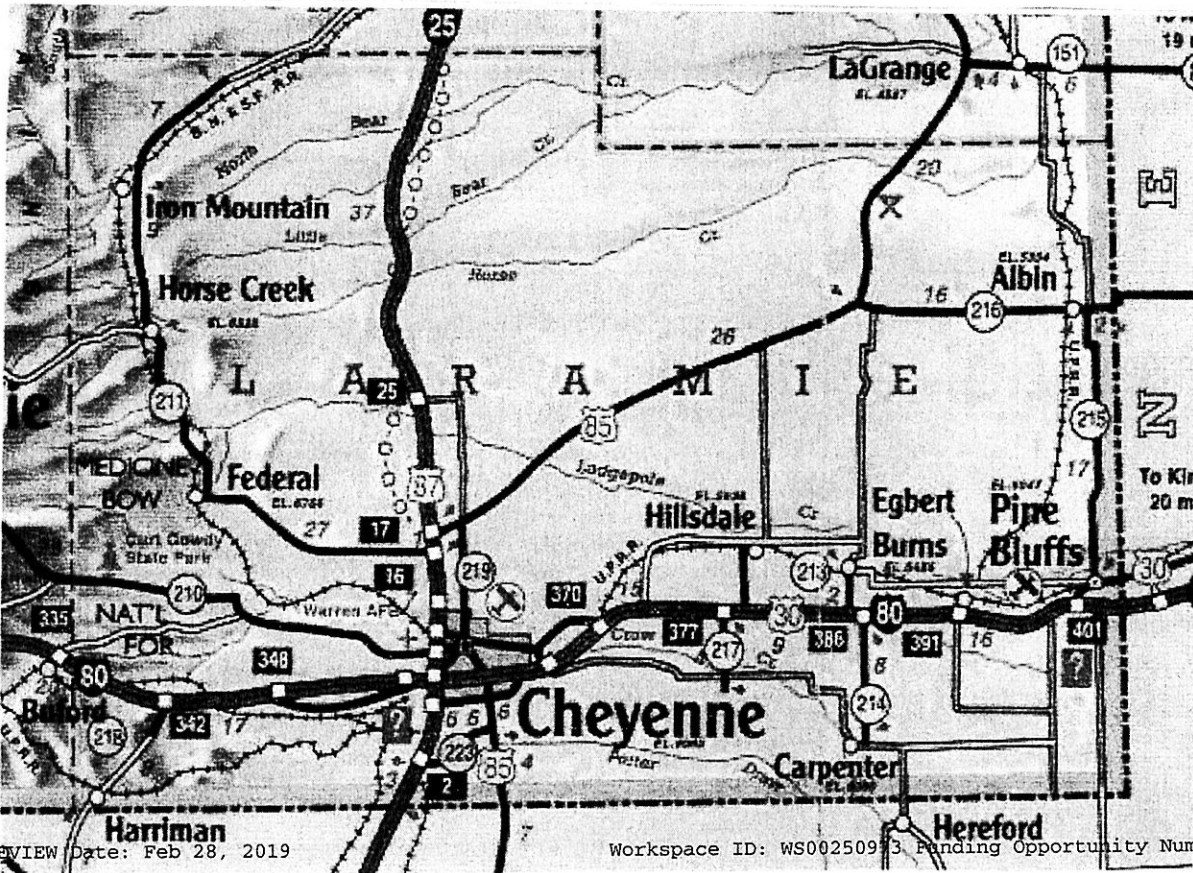
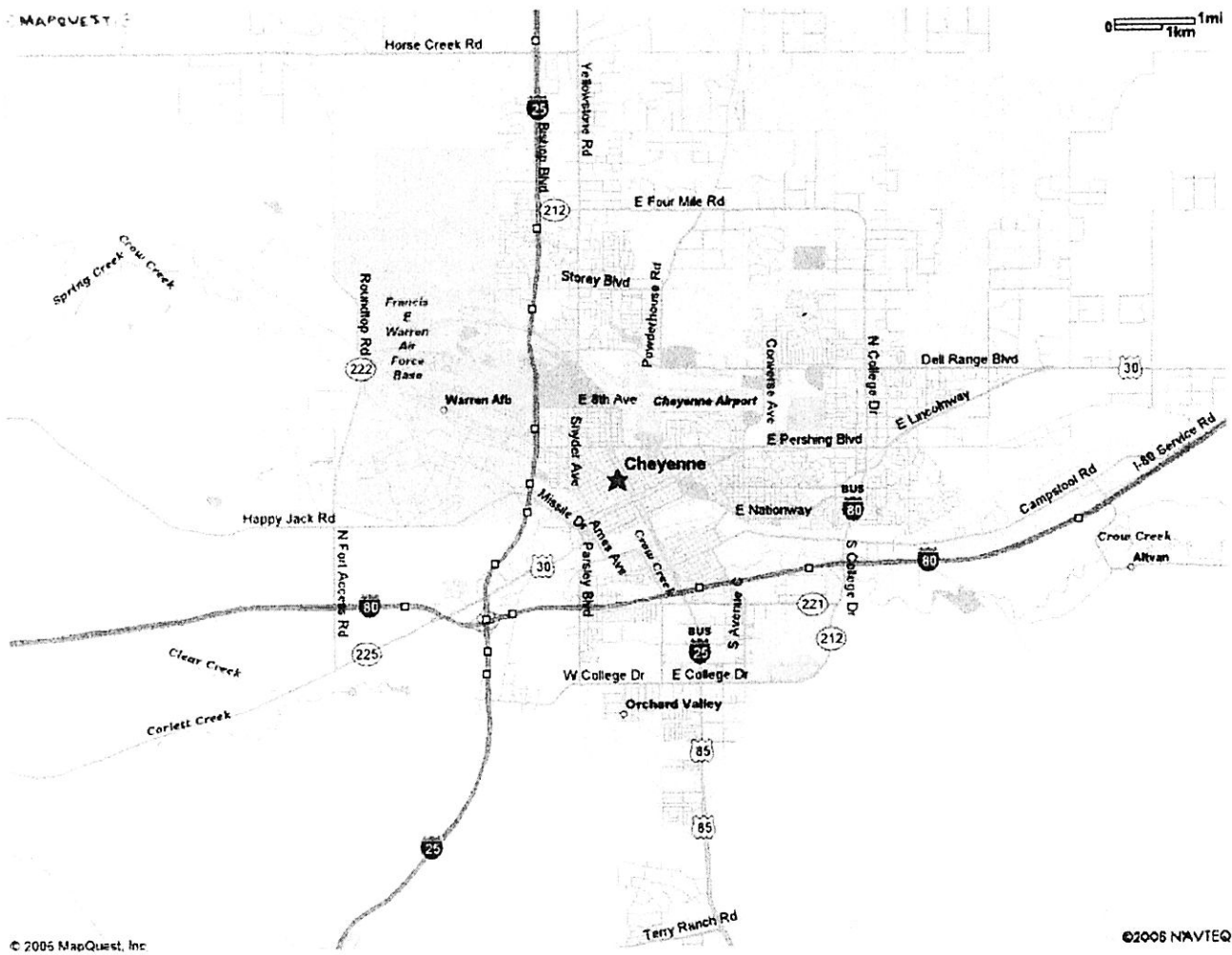
- All funds awarded under this program will be maintained and accounted for separately and distinctly from other sources of revenue or funding. The Cheyenne Police Department and the City of Cheyenne follow policy and procedures to ensure funds will be tracked separately through generated Authorized Spending Reports, Payroll Registers, Proof of Payment documentation and a General Ledger.
- Formal written accounting policies and procedures have been developed and implemented and can be located at the Cheyenne Police Department. City of Cheyenne Purchasing Policies and Procedure manual is available at the City of Cheyenne Human Resources Department and available upon request. Revisions to these policies are done yearly or on an as needed basis.
- The financial management system can track actual expenditures and outlays with budgeted amounts for each grant or subgrant. Authorized Spending Reports are generated monthly to track all expenditures with the spreadsheet utilized by the Cheyenne Police Department Victim Assistance Program.
- The City of Cheyenne has a procedure in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities. The Cheyenne Police Department requests reimbursement of funds at the end of each quarter. Drawdown requests are typically submitted within 30 days of the end of the quarter.
- The Cheyenne Police Department has an effective internal controls in place to adequately safeguard grant assets and ensure that they are used solely for authorized purposes. The

Cheyenne Police Department requires approval by a supervisor prior to any expenditure.

Staff submits purchase requests and justification to the supervisor. All expenditures are approved by the Chief or Captain and sent to the City of Cheyenne Treasurers Office.

The City of Cheyenne Purchasing Policies and Procedures must be followed for all expenditures.

- The City of Cheyenne retains documented records for a minimum of five years and is audited annually by an independent auditor.
- The individual primarily responsible for fiscal and administrative oversight of grant awards is familiar with the applicable grant management rules, principles and regulations.



## **Community Advocacy Response Initiative (C.A.R.I.) Unit Advocate Position Description**

### **Program Purpose:**

It is the purpose of the Community Advocacy Response Initiative, domestic violence patrol unit, to take a systematic approach to addressing domestic violence, sexual assault, and stalking. In addition to gaining familiarity with the protocol, it will be necessary to adopt an attitude of zero tolerance for domestic violence, sexual assault, and stalking, thus insuring the CARI Unit provides safety for victims and accountability for perpetrators of these crimes. The CARI Unit contends that the protection of all victims of these crimes is its highest priority.

### **Specific Responsibilities of CARI Unit Advocate:**

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required:

- A. Immediate Response with patrol to domestic violence, sexual assault, human trafficking, stalking, protection order violation calls for service including any conflict between household members as defined by W.S. 35-21-202(iv): physical or verbal domestic violence, stalking, and violations of protection orders or criminal no-contact orders.
  - 1. Provide crisis intervention to victims and witnesses including children;
  - 2. Provide explanation of the dynamics of domestic violence and sexual assault, signs and symptoms of strangulation and human trafficking;
  - 3. Provide referral to collaborating agencies for emergency needs such as food, shelter, and clothing needs;
  - 4. Provide long-term planning options including safety plan information and explanation and completion of protection orders and other remedies to provide safety, the phone number for the district attorney's office and resources to local agencies and organizations;
  - 5. Provide notification of the victim bill of rights;
  - 6. Collaborate with officers in determining elements of the crime scene, including taking photographs, obtaining written statements, and information pertinent to determining dominant aggressor
  - 7. Complete necessary paperwork to ensure follow-up, including intake form with statistical information and lethality assessment, supplemental form, and shift duty response form and;
  - 8. Conduct follow up pictures at the request of the victim or CARI unit.
- B. During a scheduled overtime shift, the CARI Unit may provide further support to victims of domestic violence by providing the following:
  - 1. Extra patrol, a visible police presence to lend the victim feelings of security, as well as provide a deterrent to offenders;
  - 2. Provide follow-up to supporting agencies to hold offenders accountable, including verifying whereabouts for the court-ordered offender's group facilitators;
  - 3. Proactively monitor homes of victims for which a protection order is in place, and enforcing violations of such;

4. Contact victims without phones to notify them of court proceedings as provided by the victim bill of rights;

**Qualifications:** Advocates must be full-time employed advocates within the Cheyenne Police Department, Laramie County Sheriff's Department and/or Safehouse Services. Advocates must be sensitive and empathetic to people in a variety of crisis situations, have a valid Wyoming driver's license, be available by telephone when on-call, and able to work cooperatively with a wide assortment of people. At least (1) year of advocacy experience is preferred but not required. Academic degree and/or Professional Certification will be considered.

**Special Requirements:** Applicants must attach a letter of interest and resume with application. Must be willing to submit to a background investigation which includes a polygraph, fingerprints and drug test. Applicants will have no prior felony convictions. *(Please see attached form Conditional Offer of Employment)*

**All Employees must complete and sign the following forms:**

CPD Personal History Statement  
DFS Application for Child Abuse and Neglect and Adult Screens form  
Indemnification, Release and Hold Harmless form  
Confidentiality Policy Form  
Release of Liability Form



# **Cheyenne Police Department Victim Assistance Program**

## **Conditional Offer of Employment**

### **I. Purpose**

The purpose of this agreement is to extend the applicant a Conditional Offer of Employment. The applicant must meet the below listed terms and conditions before being hired by the Cheyenne Police Department Community Advocacy Response Initiative Unit. Employment will be extended to you after the requirements are satisfied. All applicants are required to successfully comply with the same conditions.

### **II. Purpose**

This document and its contents shall constitute an agreement between the Cheyenne Police Department and \_\_\_\_\_ who's Social Security Number is \_\_\_\_\_.

### **III. Terms and Conditions**

As an applicant, you must meet the following terms and conditions:  
(check all that apply)

- ☐ Psychological Examination
- ☒ Polygraph Examination
- ☒ Drug Testing
- ☐ Medical Examination
- ☒ Background Investigation
- ☒ Credit Report
- ☒ Employment Background
- ☐ Other: \_\_\_\_\_

### **Acknowledgement**

Successful compliance with the job related and necessary condition of employment is required to carry out essential functions of the above position. I have read and understand the terms of this Conditional Offer of Probationary Employment and agree to abide by the terms.

## ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

<b>SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</b> <div>Completed on submission to Grants.gov</div>	<b>TITLE</b> <div>CPD Victim Assistance Coordinator</div>
<b>APPLICANT ORGANIZATION</b> <div>City of Cheyenne</div>	<b>DATE SUBMITTED</b> <div>Completed on submission to Grants.gov</div>

Standard Form 424B (Rev. 7-97) Back

## Project Narrative File(s)

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\* Mandatory Project Narrative File Filename:

PROJECT NARRATIVE-2019-15743.pdf

Add Mandatory Project Narrative File

Delete Mandatory Project Narrative File

View Mandatory Project Narrative File

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To add more Project Narrative File attachments, please use the attachment buttons below.

Add Optional Project Narrative File

Delete Optional Project Narrative File

View Optional Project Narrative File

## **PROJECT NARRATIVE**

### **Purpose of Application:**

Laramie County is located in the southeast corner of the state of Wyoming. The county is comprised of 2,688 square miles, containing a population estimate from the United States 2017 Census of 98,327. Laramie County population has grown by 1.34% since 2017. Laramie County including the City of Cheyenne, added 1,322 people. The population estimate of Laramie County is 16.2% of the State of Wyoming, with 34 persons per square mile within the entire county. Estimates detail the City of Cheyenne houses 65.1% (64,019 – 2016 Census) of the population of Laramie County within 24.52 miles, bringing the amount of people per square mile to 2,425.1, 418 times the persons per square mile of the entire state of Wyoming.

In the past year, the Cheyenne Police Department and the Laramie County Sheriff's Department responded to 86,363 calls for service, of which 1,643 of these calls were domestic in nature, 159 were sexual assaults and 79 were stalking cases or protection order violations. Laramie County has continued to see an increase in business development with State, Government and Laramie County School District remaining the primary employers. F.E. Warren Air Force Base continues to be a major contribution to our population as it is the only air force military base within the State of Wyoming. There is also the influence of the Union Pacific Railroad and the Cheyenne Regional Medical Center. Laramie County has oil and gas activity within its borders and is in the center of two major interstates connecting to Colorado and Nebraska which influences the increase in population in the City of Cheyenne. Since Colorado has legalized the use of marijuana, drug trafficking has been a major obstacle for crime rate increases in Laramie County. In 2017, the NCBI found that marijuana use was positively and significantly associated with

psychological, physical, and sexual intimate partner violence perpetration. With this grant we would continue to address the rising issue of domestic and dating violence and reporting of sexual assault cases as our incidents are increasingly steady and more violent in behavior. A proactive approach towards responding, enforcing and prosecuting these crimes has been developed to address the increase of population related to the growing industries and businesses in the area.

In collaborating with our partner agencies; Safehouse Services Inc., Laramie County Sheriff's Department, the Office of the District Attorney First Judicial District, the Cheyenne Regional Medical Center Forensic Nursing Program (SANE), F.E. Warren Air Force Base Domestic Abuse Victim Advocate and the Sexual Assault Prevention and Response team, and the Cheyenne Police Department CAT/Human Trafficking Unit, we have detected specific areas that this grant will address and correct.

- Law enforcement lacks appropriate time to fully investigate crimes of domestic violence and dating violence, sexual assault, human trafficking, stalking and protection order violations and providing sufficient follow-up services for these cases.
- The Office of the District Attorney First Judicial District is overwhelmed with domestic violence and dating violence cases, strangulation, sexual assault, stalking, and protection order violation cases. Proper investigation and direct services are limited during the aftermath of the incidents being reported and during the court process.
- Persons identified as domestic violence victims by law enforcement are not seeking community services with Safehouse Services Inc. after the initial call for service despite prior knowledge of these community resources.

- Sexual assault and domestic violence victims who are military affiliated are not familiar or aware of the options located on base and identified as F.E. Warren Air Force Base Sexual Assault Response and Prevention team and the newly implemented Domestic Abuse Victim Advocate (DAVA).
- Sexual assault victims do not utilize the services of an advocate within the governing agencies and are unaware of what can be provided when a sexual assault is reported to law enforcement or through Cheyenne Regional Medical Center Forensic Nursing (SANE) program.

This project allows trained and qualified officers and victim advocates from the Cheyenne Police Department, the Laramie County Sheriff's Department and Safehouse Services, Inc., to ride together, responding immediately to domestic/dating violence, strangulation, sexual assault, human trafficking, stalking and protection order violation related calls. All contracted victim advocates are required to complete and pass the required background check and follow the Cheyenne Police Department policies and procedure. This requirement reassures the advocates can access these cases and work in confidence with victims. This project provides an opportunity to strengthen our collaboration as well as a possible increase that the victim will follow through with referral opportunities and prosecution. The mission of the Community Advocacy Response Initiative (CARI) Unit is to respond to as many domestic/dating violence, sexual assault, strangulation, human trafficking, stalking and protection order violation calls and conduct as many follow-ups as possible, ensuring continued victim safety. The CARI program will complement Wyoming's STOP Violence against Women Implementation Plan by ensuring the victim's safety while encouraging arrests and enforcing the violations of the protection orders that have been granted by our court system. The project will complement the existing victim

service agencies within the communities by allowing dedicated services and contact with domestic violence victims outside of the realm of services that are provided daily. Specific and detailed dedication to these types of victims is something we cannot achieve with the multitude of other criminal acts that these victim service agencies handle on a daily basis. The impact of our current efforts to prevent and reduce these types of crimes in our jurisdictions is as follows:

- The Cheyenne Police Department is a progressive agency of 107 sworn officers and 26 civilian employees, a total of 133 dedicated employees. The department serves the community with innovative policing and programs that contained specialized units. Of the 107 sworn officers, 83 are assigned to patrol duties which include responding to incidents of domestic violence, sexual assault, strangulation, human trafficking, stalking and protection order violations. There are approximately 739 persons per officer within the Cheyenne Police Department's jurisdiction; a ratio of 1.33, officers per 1,000 residents compared to the national average of 2.30 officers per 1,000 residents (Federal Bureau of Investigation). Officers are overwhelmed with the number of calls for service, and have the difficult task of responding, investigating, making appropriate legal decisions and clearing calls to move on to the next call. Rarely are officers able to complete any follow-up beyond their initial response and investigation. On a given day, there are 24 officers who handle the majority of the patrol calls (day shift-6, mid-shift-6, swing shift- 6, midnights-6, of which also includes a police supervisor). This number can be diminished when factoring in various leaves and trainings. Officers are assigned to geographical areas that have shown that these locations are up to three times more prevalent to have more incidents. Due to the high call volume, domestic violence cases can lack a thorough investigation. The Detective unit of the Cheyenne Police Department



is made up of 13 detectives who are assigned cases specific to property and people crimes. Currently, there is no detective assigned to investigate domestic violence cases or to provide follow up investigation after an arrest has been made.

- The Laramie County Sheriff's Department is one of the largest agencies of its type in the state of Wyoming and responded to 43,805 calls in 2018. The Laramie County Sheriff's Department serves the needs of the public and is committed to an agenda of proactive law enforcement using planning and foresight to help solve the problems within the community. The Cheyenne Police Department and Laramie County Sheriff's Department law enforcement personnel work together daily by sharing information and conducting joint investigations and operations. In the past, the two departments have successfully collaborated on a joint law enforcement communication center, a DUI Mobile Command, SWAT and EOD teams. There are currently 55 deputies assigned to the patrol duties of rural Laramie County who respond to domestic/dating violence, sexual assault, strangulation, stalking and protection order calls for service. The ratio of deputies per 1,000 residents (not to include city residents) is 1.54, which is still below the national average.
- The Cheyenne Police Department Victim Assistance Program and Laramie County Sheriff's Department Victim Witness Program have five full-time advocates and one part-time advocate combined. The advocates contact victims and work all active cases within their respected departments. The advocates are on call 24-hours a day, seven days a week, and are dispatched to incidents at the discretion of a law enforcement officer. The Victim Assistance Programs work directly with detective units within their agencies; of

which part of their investigation duties is to follow-up on domestic/dating violence, sexual assault, strangulation, human trafficking, stalking and protection order violation incidents. Immediate victim contact is imperative following an incident to ensure victim safety and to give proper referrals for partnering agencies. When a victim is contacted, advocates immediately assess their safety and explain their rights as a victim while offering referrals to Safehouse Services Inc. The combined Victim Assistance Programs work closely with Safehouse Services Inc., for immediate shelter and protection order facilitation. Victims are also encouraged through a smooth transition from one agency to another and so that the victim will be fully informed of how the criminal justice process moves along with their respected incident.

- The Office of the District Attorney of the First Judicial District prosecutes domestic violence, sexual assault, strangulation, human trafficking, stalking and protection order violation cases, occurring within Laramie County. Currently, the Office of the District Attorney is handling open and active cases exclusive to these types of incidents. Lack of proper investigation and regular contact with victims can cause prosecution to lose track of a victim which may in turn, result in the victim losing interest in suit? This grant will permit open communication between the Cheyenne Police Department and the Office of the District Attorney by providing a full-time CARI Unit DV Detective. The CARI Unit DV Detective will work directly with the prosecuting attorneys while delivering a thorough investigation, conducting follow-up visits with victims and arranging immediate services to victims through access of CARI Unit Advocates throughout the investigation and prosecution process.

- The Cheyenne Police Department has developed a multiagency Community Action Team (CAT) Human Trafficking Task Force. This specialized force will respond and follow up with incidents reported during CARI Unit calls involving human trafficking victims. The CAT Team will work directly with the CARI Unit Advocates to assess immediate needs. Training for the CARI Unit will be in conjunction with the CAT Team specific to the response of human trafficking victims.
- Safehouse Services Inc. is a non-profit agency dedicated to victims of domestic violence and dating violence, sexual assault and stalking. Services provided to their clients include, but are not limited to: crisis intervention, personal advocacy, financial assistance, emergency basic survival needs, shelter services to include transitional housing and emergency legal advocacy in assisting with filing protection orders.
- The Cheyenne Regional Medical Center Forensic Nursing Program (SANE) collaborates with our agencies on sexual assault cases investigated by law enforcement in providing medical assessment and sexual assault examination kits for sexual assault victims. Forensic (SANE) nurses are trained in collecting forensic evidence for strangulation and domestic violence cases. Law enforcement agencies can request supplemental evidence collection during follow up investigation processes. Additionally, Forensic (SANE) Nurses collaborate with victim advocates during the investigatory and medical examination processes and will work directly with the CARI Unit and the CARI Unit DV Detective.
- The F.E. Warren Air Force Base Sexual Assault Prevention and Response team and the Domestic Abuse Victim Advocate allot new avenues for victims who are military personnel and their dependents reporting sexual assaults and domestic violence. Services

will be available through military jurisdiction and CARI units will refer victims who live in city and county jurisdictions to the proper military affiliation for assistance.

Laramie County is the largest county in the state of Wyoming by population, but the 15<sup>th</sup> (of 23 counties) by area. Traditionally, Wyoming and Laramie County have been viewed as the home of the “Daddy of Em All” and Cheyenne Frontier Days. Laramie County enjoys a diverse population: 78.6% white non-Hispanic, 2.8% black, 1.2% American Indian or Alaska Native, 1.3% Asians, 0.1% Native Hawaiian and Other Pacific Islander, 2.9% persons reporting two or more races and 14.8% Hispanic or Latino. Laramie County is also home to a crossing of two interstates. Interstate 25 runs north and south through the county and Interstate 80 runs east and west. There usually is foreign traffic that crosses these two freeways as Wyoming attracts visitors traveling to Wyoming’s National Parks from Denver International Airport (DIA), the area’s largest international airport and 90 miles south on Interstate 25. At any given time, the population parameters and diversity can be altered by hundreds if not thousands.

While this project will address the needs of all the residents and visitors to Laramie County, we have discovered that those deemed as underserved would be those who do not speak English. We are fortunate to have bilingual officers and advocates available, as our Hispanic population has increased. However, with the influx of those traveling through our city from different races and ethnic background we can encounter language barriers. We have worked with Laramie County Community College and the University of Wyoming when we are in need of interpretation for foreign and rare languages and assistance for victims who are immigrants. We also feel that the physically disabled and elderly populations are other residents that could be classified as underserved. We consistently work with community partners in establishing

services or a gateway to services that would significantly benefit the physically disabled and elderly population in our community.

**What Will Be Done:**

**Goal #1** – Immediate response to victims of domestic violence and dating violence, sexual assault, strangulation, human trafficking, stalking and protection order violations, to provide a thorough investigation of the incident and services to the victim(s) involved within the Laramie County limits.

Objective #1 – Employ Community Advocacy and Response Initiative (CARI) Units in block style varied shifts to respond to all initial calls for service involving domestic or dating violence, sexual assault, stalking and violation of protection orders during the 36-month grant term.

- CARI Units consist of a law enforcement officer and a victim advocate, both of whom are specially trained in the areas of domestic violence, dating violence, sexual assault, human trafficking, stalking, and the understanding and enforcing active protection orders.
- These units will ride and respond as a collaborative effort for investigation and offering community services to the victim. The advocate will remain in the marked police vehicle upon arrival at a dynamic scene until law enforcement secures the scene and clears the advocate to respond to the scene for safety of the advocate.
- Overtime shifts for the CARI Unit will be developed by each of the two law enforcement agencies (Cheyenne Police Department and the Laramie County

Sheriff's Department), according to notable trends with the designated incident calls for service, by time of day and day of the week.

- CARI Unit officers and advocates will meet at the agency the shift is scheduled with to check a monitored daily communication log for any requested follow-up investigation or victim contact. A CARI unit will then be available for domestic violence and dating violence, sexual assault, human trafficking, stalking and protection order violation calls.
- CARI Unit will only respond to original calls specific to domestic and dating violence, sexual assault, strangulation, human trafficking, stalking, and protection order violations. They are not considered a marked unit available for all calls for service.
- CARI Unit officers will initiate an arrest of the appropriate offender of the incident in accordance with their training and experience in determining the primary aggressor of an incident or those in violation of protection orders, either by transporting the offender for incarceration or requesting a transport officer. Victim safety will never be compromised by clearing a scene prior to verifying the victim will be safe post incident.
- If shift downtime were to occur, CARI Units will perform extra patrol in the areas of where a victim made a choice to leave a domestic situation or where a sexual assault may have occurred. History and statistics support the claim that stalking tends to follow domestic or dating violence situations. CARI Units will drive by a victim's home or place of employment to pose as a deterrent to the offender.

CARI Units may stop by to see how a victim is doing, but victim safety will never be compromised by stopping unannounced.

- While at the location of the incident, advocates will speak directly with a victim, showing support and offering all the services that the victim is eligible for to include Crime Victim Compensation, to help defray any medical costs that may be associated with the incident. Advocates offer encouragement and explain the process that they may endure as the case progresses through the criminal justice system, set up follow-up appointments with the victim after regular office hours not to interfere with the victim's previously arranged schedules.
- CARI advocates will provide extensive case and follow-up information to ensure that CARI Unit DV Detective has all pertinent information for their case management.

**Goal #2** – Provide follow-up services that the victim may require, as well as assist in any follow-up investigations as designated by CARI Officers, the CARI Unit DV Detective, Advocates or the Office of the District Attorney.

Objective #1 – Employ CARI Units in block style varied overtime shifts to follow-up on previously investigated domestic or dating violence, strangulation, sexual assault, human trafficking and protection order violations during the 36-month grant award term.

- All collaborating partners, investigating detectives and non-CARI officers who initially responded to a domestic or dating violence, strangulation, sexual assault, stalking or protection order violation call will converse via telephone and/or e-mail submitting a formal documented request for any follow-up investigations or

the specific need for the victim to be contacted. These requests will be maintained on a daily communication log designating that the previous incident requires follow-up services for the victim and further pertinent information for investigation of the incident, to include, but not limited to, follow-up injury photos, witness contact, pick-up written victim voluntary statements, to inform the victim of pending court information and/or the need for the victim to make contact with the prosecuting attorney.

- Follow-up calls may be requested twenty-four hours a day, seven days a week to be performed by the jurisdiction of which the original call for service commenced.
- Files will be retained at the associated law enforcement agency to document that follow-up was completed, what was done during the requested follow-up and should any other additional needs be present.

**Goal #3** – Provide a full-time CARI Unit Domestic Violence (DV) Detective, from the Cheyenne Police Department Detective Unit.

Objective #1 – Employ a CARI Unit DV Detective to vigilantly investigate domestic violence cases and provide follow up investigation for the Office of the District Attorney while maintaining victim contact throughout the process of prosecution of the offender.

- The CARI Unit DV Detective will proactively investigate domestic violence and dating violence, strangulation, stalking and protection order violation cases. Additionally, any sexual assault or human trafficking incidents reported during a CARI Patrol Unit shift, the CARI Unit DV Detective will investigate these cases.



- The CARI DV Detective will initiate contact with victims to evaluate any further assistance the victim may require. The CARI Unit DV Detective will collaborate with law enforcement Victim Assistance Programs regarding victim contact information and completed follow up requests. Additionally, the CARI Unit DV Detective will meet with Safehouse Services once a week with the intent to connect with victims the agency may have lost contact with.
- The CARI Unit DV Detective will work and communicate directly with Office of the District Attorney to follow-up with the legal status of each case and assist in the process of prosecution. The CARI Unit DV Detective will meet with the prosecuting attorneys and provide follow up investigation requested for trial preparation.
- CARI Unit DV Detective will assist in statistical record keeping benefiting the CARI Unit when reviewing our progress for trends and for semi-annual progress reporting. The CARI Unit DV Detective will attend bi-weekly CCR Team meetings.

The CARI program makes a substantial impact on our community and the county as a whole. Providing immediate response to victim's needs, creating feasible safety plans and offering support systems, direct services and service providers that the victim may be encouraged to flee from the situation that made them a victim in the first place is invaluable. With law enforcement partnerships alongside our advocates, we can remove the offender from the situation creating the ability to completely focus on the victim. We expect an aggressive approach by the CARI Unit DV Detective to follow up on all domestic violence and dating violence cases, strangulation, stalking cases and violation of protection order cases to ensure that incidents do not slip through

the cracks. We feel that with consistent follow-up investigation and contact, it will show the victim that they are not alone, and that they are valued. Victims will see that community, from the law enforcement officer to the victim advocate and all the way throughout the process of investigation they are not alone.

**Time Line:**

- 10/2019 – Organization meeting; call a meeting with CARI unit supervisors, key personnel, and partnering agencies to fill positions for CARI Unit officers and advocates. Discuss mandated training to be held prior to operation of the units, statistical record keeping, budget detail and monthly invoicing, develop monthly schedules and discuss goals. Commence operation of CARI Unit.
- 11/2019 – Hold meeting with all MOU partners to discuss goals, budget detail and Coordinated Community Response (CCR) team goals and staff cases.
- 12/2019 –Conduct a CCR meeting at the Cheyenne Police Department with partnering and collaborating agencies.
- 1/2020 – Fill CARI Unit DV Detective position. Meeting with MOU partners. Submit semi-annual progress report. Submit quarterly fiscal report. Attend OVW Grant Orientation. Bi-weekly CCR teams meeting through April.
- 4/2020 – Discuss upcoming OVW or Battered Women’s Justice Program (BWJP) trainings. Submit quarterly fiscal report. Bi-weekly CCR team meetings through July 2020.
- 7/2020 – Conduct training for law CPD and LCSO specific to strangulation, primary aggressor, immigration and human trafficking. Discuss upcoming OVW

or BWJP trainings. Submit quarterly fiscal report. Submit semi-annual progress report. Bi-weekly CCR team meetings through October 2020.

- 10/2020 – Discuss upcoming OVW or BWJP trainings. Submit quarterly fiscal report. Bi-weekly CCR team meetings through December 2020.
- 2020 – Unspecified date – attend at a minimum of one OVW or BWJP sponsored training. Attendees to be decided through quarterly MOU partner meetings.
- 1/2021 – Conduct refresher training for MOU participants. Discuss upcoming OVW or BWJP trainings. Submit quarterly fiscal reports. Submit semi-annual progress report. Bi-weekly CCR team meetings through April 2021.
- 4/2021 –Discuss project sustainability. Submit quarterly fiscal report. Bi-weekly CCR team meetings through July 2021.
- 7/2021 – Should training minimum not be reached, discuss upcoming OVW or BWJP trainings. Submit quarterly fiscal report. Submit semi-annual progress reports. Bi-weekly CCR team meetings through October 2021.
- 10/2021 – Bi-weekly CCR team meetings through December, Discuss program success. Submit quarterly report.
- 1/2022 - Bi-weekly CCR team meetings through April. Submit semi-annual report.
- 4/2022 - Bi-weekly CCR team meetings through July. Discuss project and follow up. Submit quarterly fiscal report.
- 7/2022- Bi-weekly CCR team meetings through September. Discuss possible budget modification and submit quarterly fiscal report and submit semi-annual progress report.

- 9/2022- Complete and finish CARI Unit Project.
- 12/2022 – Submit final fiscal and progress closeout reports.
- 2022 – Unspecified date – attend at a minimum of one OVW or BWJP sponsored training. Attendees to be decided through bi-weekly MOU partner meetings.

### **Who Will Implement the Project:**

Implementation will be done in a collaborative effort by staff members and employees of the Cheyenne Police Department, Laramie County Sheriff's Department, Safehouse Services Inc. and the Office of the District Attorney First Judicial District, including, but not limited to the following:

- **Cheyenne Police Department:** Staff Project Oversight Lt. Rob Dafoe, will provide supervisory decision-making functions for the Cheyenne Police Department and the CARI Unit Domestic Violence (DV) Detective to ensure compliance with pro-arrest, dominant aggressor determination, thorough investigations and non-dual arrest by the department's officers selected for the CARI patrol unit. Sgt. Joel Hickerson will supervise and assign all domestic violence, dating violence, stalking and protection order violation cases to the CARI Unit DV Detective for follow-up investigation for prosecution and monitor a comprehensive investigation of said cases. Sgt. Hickerson will remain in direct contact with the CARI patrol unit as well as the prosecuting attorneys to ensure all vital information is gathered and evidence for prosecution is obtained. Sgt. Timothy Meyrick will be assigned to all human trafficking related calls for response, follow-up investigation for prosecution, assist in providing court notifications and perform comprehensive investigation of said cases. Sgt. Meyrick and the Community

Action Team (CAT) Human Trafficking Task Force will respond at the request of the CARI patrol unit for human trafficking calls.

- **CARI Unit Advocate Supervisor:** Leslie A. Burch, Cheyenne Police Department Victim Assistance Coordinator, will be responsible for supervising the CARI Unit Advocates. She will schedule officers and advocates to work the unit and submit semi-annual progress reports in the Grant Management System (GMS). Mrs. Burch will develop CARI Unit training for the partnering agencies. Mrs. Burch will oversee hiring, training and coordinating the CARI Unit advocates assigned to the CARI unit and will work directly with the CARI Unit DV Detective for follow-up requests. She will coordinate bi-weekly meetings for the MOU partners, and plan overtime sign-up schedules for both law enforcement agencies.
- **Full-time CARI Unit Domestic Violence (DV) Detective:** The full-time CARI Unit DV Detective will be responsible for pro-active investigation and follow-up contact to CARI Unit identified victims of domestic and dating violence, strangulation, stalking and protection order violations. Incidents reported during a CARI patrol unit shift involving sexual assault and human trafficking will be investigated by the CARI Unit DV Detective. Daily routine will include follow up investigations; contacting victims; coordinating with the Cheyenne Police Departments and Laramie County Sheriff's Department CARI Units; communicating directly with prosecuting attorneys, Safehouse Services Inc., Cheyenne Regional Medical Center Forensic (SANE) Nursing Program, military DAVA/SARC teams and the CAT team.
- **Laramie County Sheriff's Department:** Staff Project Oversight, Lieutenant (TBA) will facilitate communication and cooperation between agencies. The Lieutenant will provide

supervisory decision-making functions for the Laramie County Sheriff's Department and ensure compliance with pro-arrest, dominant aggressor determination investigations and non-dual arrest by the department's deputies selected for the CARI Unit. Detective Sgt. Curtis Burch will be the Sheriff's Department CARI unit contact person and will operate in the capacity of CARI Unit Supervisor. Sgt. Burch will be responsible for providing training to the law enforcement officers and advocates selected for the unit, along with Sgt. Hickerson, Sgt. Meyrick, the Office of the District Attorney, and Leslie A. Burch. Sgt. Burch will be responsible for making the monthly over-time schedule and collecting the Laramie County Sheriff's Department data, including investigation and arrest information for the reporting requirements of the project.

- **Safehouse Services Inc.:** Safehouse Services Inc. Executive Director Carla Thurin. Director Thurin will be responsible for providing advocates for the CARI patrol units and ensure that Safehouse Services Inc. services are available to victims of domestic violence and dating violence, sexual assault and stalking. Director Thurin will be the immediate supervisor and coordinating point of contact within the Safehouse Services Inc. agency for this project. Director Thurin has worked at Safehouse Services Inc. for over twenty years and is committed to assisting victims of domestic violence.
- **CARI Advocates:** CARI Advocates will be considered part-time, contracted employees of the Cheyenne Police Department, with the ability to work with the Laramie County Sheriff's Department deputies or City of Cheyenne Officers. Trained advocates will respond with a CARI Unit Officer to calls involving domestic and dating violence, sexual assault, strangulation, stalking and protection order violations and provide immediate intervention and advocacy services to victims and family members. Advocate safety is a

primary concern, they will have immediate contact with the victims after the CARI Unit Officer determines the environment is clear of any threats. Advocates will not leave the officer's presence during the response to the victim unless safety considerations have properly been discussed.

Currently all the collaborating partners on this project have a professional history of working together in a cohesive and comprehensive coordinated community response with a primary purpose to strengthen the collaboration between partners while addressing the needs of the community by improving access to resources and creating self-sufficient options for victims. Services are offered to victims daily, arrests are made, investigation proceeds, and the prosecution moves forward with their cases. The Cheyenne Police Department and the Laramie County Sheriff's Department are bound by their respected departments confidentiality policy that was re-visited by a new mandate issued by the Federal Bureau of Investigation (FBI) and enforced by the Wyoming Division of Criminal Investigation. The policies control those that have access to criminal and case histories, as well as those that have access to specific parts of their respected departments. From simple conversations to record keeping, all information is kept from public view and media and is secured in locked cabinets. Case information is discussed with collaborative partners (CCR) and without any others present. The identity of anyone known as a victim of domestic or dating violence, sexual assault, strangulation, human trafficking and stalking will not be released to anyone outside of collaborative partners or for use other than the investigation and prosecution of the identified offender. Violators of this confidentiality will be removed from the program and with the new FBI mandate, could face further disciplinary actions. Safehouse Services Inc. is unable to release any information on clients that they serve

unless the victim signs a waiver on whom Safehouse Services Inc. may discuss their case with and under what circumstances, if any.

**Sustainability:**

The administration staffs at the Cheyenne Police Department, Laramie County Sheriff's Department, the Office of the District Attorney First Judicial District and Safehouse Services Inc., are committed to providing coordinated and consistent law enforcement and advocate response to victims of domestic/dating violence, strangulation, sexual assault, human trafficking, stalking and protection order violations after the grant funds are no longer available. The collaborative partners in this project will develop techniques while working with these victims. That hands-on training received is invaluable and through the course of this project will become a daily practice. While the funds may not be available to fully dedicate time and resources on victims of this crime type, the training that the advocates, officers, detectives, and prosecutors will gain from this program will remain in practice. Daily routines will be changed as a result of the training and specialized focus on victims and will continue from here on out. While the actual program name and title may not sustain without the assistance of these funds, the disciplines learned and practiced will be sustained. The Cheyenne Police Department values this program and will bring attention to the Cheyenne City Council meetings on the value for this program in the event that additional funds become available to the city of Cheyenne.



