



# Huntsville, Alabama

305 Fountain Circle  
Huntsville, AL 35801

## Cover Memo

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**Meeting Type:** City Council Regular Meeting **Meeting Date:** 6/27/2024

**File ID:** TMP-4326

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**Department:** Police

**Subject:**

**Type of Action:** Approval/Action

Resolution authorizing the Mayor to enter into a Memorandum of Understanding between the City of Huntsville and Family Services Center, Inc.

Resolution No.

**Finance Information:**

**Account Number:** N/A

**City Cost Amount:** \$ 0.00

**Total Cost:** \$ 0.00

**Special Circumstances:**

**Grant Funded:** \$ 0.00

**Grant Title - CFDA or granting Agency:** N/A

**Resolution #:** N/A

**Location: (list below)**

**Address:** N/A

**District:** District 1 ☐ District 2 ☐ District 3 ☐ District 4 ☐ District 5 ☐

**Additional Comments:**

MOU that allows for the collaboration between the Huntsville Police Department and Family Services Center for services provided to survivors of homicide.

RESOLUTION NO. 24-461

**BE IT RESOLVED** by the City Council of the City of Huntsville, Alabama, that the Mayor be, and he is hereby authorized to enter into an Agreement by and between the City of Huntsville and Family Services Center, Inc., on behalf of the City of Huntsville, a municipal corporation in the State of Alabama, which said agreement is substantially in words and figures similar to that certain document attached hereto and identified as “Memorandum of Understanding between The City of Huntsville, Alabama and the Family Services Center, Inc. (Homicide Survivors Program),” consisting of Two (2) pages, and the date of June 27, 2024, appearing on the margin of the first page, together with the signature of the President or President Pro Tem of the City Council, an executed copy of said document being permanently kept on file in the Office of the City Clerk of the City of Huntsville, Alabama.

**ADOPTED** this the 27<sup>th</sup> day of June, 2024.

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President of the City Council of  
the City of Huntsville, Alabama

**APPROVED** this the 27<sup>th</sup> day of June, 2024.

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Mayor of the City of  
Huntsville, Alabama

### Memorandum of Understanding

WHEREAS, **Family Services Center, Inc. (Homicide Survivors and Crime Victims Program)**, the **Madison County District Attorney's Office**, **Crisis Services of North Alabama** and **Huntsville Police Department Major Crimes Unit** have been long-term partners in the effort to identify community residents who need assistance with a wide variety of needs, both emotional and physical; and

WHEREAS, the partners listed have agreed to collaborate with **Family Service's Center** in its application to the Alabama Department of Economic and Community Affairs for VOCA (Victims of Crime Act Program) funding; and

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and

WHEREAS, the application prepared and approved by the collaborative through its partners is to be submitted to the Alabama Department of Economic and Community Affairs on or before June 14, 2024;

#### Roles and Responsibilities:

**Family Services Center, Inc.** and the **Madison County District Attorney's Office** will identify homicide victims, as family and friends who have lost a loved one to murder or vehicular homicide, domestic violence victims, robbery victims, burglary victims, bullying victims, and will work together to help clients file for Alabama Victim's Compensation Funds, as needed.

Furthermore, they will work together to assist the victims before, during and after the judicial process with understanding the judicial system, preparing for court, and maintaining emotional support during judicial hearings. The Madison County District Attorney's Office will be the lead agency during all judicial proceedings.

**Family Services Center, Inc.** and **Crisis Services of North Alabama** will collaborate to help locate community resources for victims of murder and vehicular homicide, domestic violence, robbery, burglary, and bullying, such as assistance with food, housing, utilities, and other material needs, as needed, and community services that will offer any additional emotional support as needed. Since the Homicide Survivors and Crime Victims Program and Crisis Services of North Alabama serve the entire North Alabama region, they will work together to promote the availability of services provided by both of their agencies to victims of murder and vehicular homicide. Crisis Services will provide non-intimate partner domestic violence reports to the Family Services Center/HSCVP Coordinator.

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President of the City Council  
Of the City of Huntsville, AL  
Date: June 27, 2024

**Family Services Center, Inc. and the City of Huntsville through the Huntsville Police Department** will identify homicide survivors as family and friends who have lost a loved one to murder or vehicular homicide, domestic violence victims, robbery victims, burglary victims, bullying victims, and will work together to help disseminate information about the free services offered to victims by the Homicide Survivors and Crime Victims Program.

Family Services Center, Inc. will provide the Huntsville Police Department Major Crimes Unit with business cards and flyers listing our services, which may be given to survivors at or near the time of the crime.

**Timeline:**

The roles and responsibilities described herein are contingent on **Family Services Center, Inc.** receiving funds requested for the project described in the Alabama Department of Community Affairs' Victims of Crime Act (VOCA) grant application. Responsibilities under this Memorandum of Understanding would coincide with the grant period to be October 1, 2024 – September 30, 2025.

We, the undersigned, have read and agree with this MOU.

By   
President/CEO  
Family Services Center, Inc.

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Tommy Battle, Mayor  
City of Huntsville, AL  
Date: June 27, 2024

By \_\_\_\_\_  
Kirk Giles, Chief of Police  
City of Huntsville, Police Department  
Date: June 27, 2024