

**2016-2018
GATEWAY PROGRAM
MEMORANDUM OF UNDERSTANDING
Between the City of Ashland Police Department and OnTrack Inc.**

This Memorandum of Understanding (hereinafter “MOU”) is made and entered into by and between the City of Ashland Police Department and OnTrack Inc., effective March 1, 2016. This is not a contract but an understanding between the parties of their responsibilities, protocols and procedures to be accomplished as set forth herein.

SECTION 1. PURPOSE OF MOU

The MOU formalizes the relationship between the participating entities in order to foster an efficient and cohesive program that will build a positive relationship between law enforcement and our community, with the goal of reducing the number of fatal and nonfatal overdoses and providing treatment options for people who request help with their addiction to controlled substances and/or alcohol. This MOU delineates the protocols and procedures as a joint cooperative effort between the Ashland Police Department and OnTrack Inc. The success of this program relies upon the effective communication between all involved employees, specifically each department liaison and other key staff members of each organization.

SECTION 2. TERM

The term of this MOU shall begin on March 1, 2016 and end on January 1, 2018, unless terminated earlier as provided herein. The parties may renew this MOU only by separate written agreement or addendum hereto, which must be executed by both parties.

SECTION 3. ASHLAND POLICE DEPARTMENT PROTOCOLS & PROCEDURES

Any eligible adult (18 years or older) who enters the police station, or is contacted in the field by a police officer, and requests help with their addiction to controlled substances and/or alcohol, will immediately be screened into the GATEWAY program. If such a person who has requested help with their addiction is in possession of drugs or their drug equipment (needles, etc.), they will not be charged. All officers and support staff alike, who have contact with anyone entering the Ashland Police Department seeking help for their addiction, will be professional, compassionate and understanding at all times. The involved officer will immediately notify the Watch Commander that a potential GATEWAY participant is requesting help with their addiction.

The Watch Commander will take the following steps:

1. Assign an officer to monitor the program participant. The participant can stay in the front lobby of the police department until a GATEWAY case worker arrives. The officer can use his/her discretion to utilize the Soft Interview Room.

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2. Insure that the Ashland Police Department GATEWAY Intake and GATEWAY Program Participant Agreement forms are completed.
3. Insure that a Local / LEADS check has been completed on the participant.
4. Contact the on-duty GATEWAY Case Worker (GCW) to determine treatment options. If a response is warranted, have the GCW report to the Ashland Police Department.
5. If any drugs and/or drug equipment are turned over, or are found in the possession of the participant, they shall be documented on an Ashland Police Department Property Form. Upon completion of the documentation, the drugs and/or drug equipment shall be properly disposed of pursuant to Ashland Police Department protocols.
6. Place completed and signed in-take forms into the Operations Commanders mail box.
7. Attempt to locate a new GATEWAY case worker if either the participant or the GATEWAY case worker requests that it be done.
8. If the participant is unable to be placed after all possible options are exhausted, the participant is not to leave without being given a plan to continue with his/her help. The participant shall be afforded every courtesy to find them a safe place upon departure.
9. If needed, contact the Operations Commander 24/7 on his/her duty cell phone.
10. If the initial contact is made in the field, officers will use their discretion to evaluate the person as a GATEWAY participant. Although this program is specifically designed to help those who come to the police station for help, Ashland Police Officers shall try to follow all of the same principles during field contacts.
11. Once assigned to the participant, the Officer will monitor the person until he/she is turned over to a GCW.
12. Officers will make the Watch Commander aware of any issues or concerns.

All officers having contact with anyone requesting help with their addiction will be professional, compassionate and understanding at all times.

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ASHLAND POLICE EXCEPTIONS:

A person seeking help with their addiction to controlled substances and/or alcohol may be deemed **INELIGIBLE** to participate in the Ashland Police Department GATEWAY Program if:

1. The subject has an outstanding arrest warrant.
2. The Officer or Watch Commander expresses the reasonable belief that the GATEWAY Case Worker could be seriously harmed by the subject.
3. At the time of contact, the subject is under age 18 and does not have parent or guardian consent.
4. If the subject presents with any signs or symptoms of withdrawal, or any other medical condition, that effects his/her ability to consent.

SECTION 4. ONTRACK PROTOCOLS & PROCEDURES

OnTrack's goals are to assist the Ashland Police Department and the community by providing a rapid and empathic response to a person's need for treatment, and by obtaining the information needed for an appropriate treatment recommendation. We will collect screening information based on the American Society of Addiction Medicine (ASAM) dimensions and lay the groundwork for treatment. Our staff will be trained in briefly screening for the appropriate level of care using ASAM level of care criteria. Brief screening will be done upon meeting the individual identified by police and a full assessment will be undertaken once the person presents for services.

ASAM Dimensions include:

Dimension 1: Acute intoxication or withdrawal potential

Dimension 2: Biomedical conditions or complications

Dimension 3: Emotional, behavioral or cognitive conditions or complications

Dimension 4: Readiness to change

Dimension 5: Relapse, continued use, or continued problem potential

Dimension 6: Recovery environment

Entry into treatment for a substance use disorder is a complex and critical process. A person's motivations to change will range from outright resistance to eager anticipation.

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OnTrack case workers will:

Assess as to whether further evaluation is appropriate at the initial encounter or if it should be scheduled as a follow up depending on the individual's level of impairment.

Provide motivational interviewing: Early attrition of clients is a pervasive problem in substance abuse treatment (Claus & Kindleberger, 2002). To address this, program staff will use motivational interviewing techniques to assess a person's readiness for change and apply appropriate strategies to motivate the person to enter services.

Establish a collaborative relationship between the OnTrack case worker and the participant from the initial contact.

Match clients to the least intensive and restrictive treatment setting that can support recovery effectively. Levels include:

Level 1/Early Intervention 9 hours or less per week

Level 2/Intensive Outpatient more than 9 hours a week

Level 2.5/Day Treatment 20 hours a week

Level 3 residential treatment

Assess barriers to treatment such as transportation, cost, etc., and resolve them.

Develop individualized interventions of intensity, duration and breadth to meet each person's needs.

OnTrack offers a full continuum of outpatient and residential treatment and supportive services to assist the people we will be working with. Beyond these substance abuse treatments and support services, we offer affordable housing, family and couples therapy, mental health care and we have developed long standing strong referral relationships with all other service providers.

Initiating Contact with Target Populations

1. Ashland Police Officers will use their discretion to contact an OnTrack case manager upon contacting individuals who are intoxicated and/or in possession of drugs or drug paraphernalia.

a. If the individual is not at risk for harming him/herself or others, the case manager will meet with the individual to complete a brief screening and follow up, as needed, to assist the individual to enroll in treatment.

b. If police protocol requires that the individual be hospitalized (due to injury or risk of overdose) or taken into custody (due to DUII, outstanding warrants, or potentially

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dangerous violent behavior), the officer will contact the case manager and provide the individual's contact information and location, and the case manager will arrange to meet with the individual within 24 hours. The individual will be screened and offered services as needed.

2. Individuals who enter the police station under the Ashland Police Department amnesty program will be offered the option of speaking with an OnTrack case manager to be screened and offered services.
3. Insure that the GATEWAY Caseworker Liability Release and Waiver Agreement, and GATEWAY Case Worker Pledge of Confidentiality form is completed by all OnTrack case workers participating in the program.

SECTION 5. TERMINATION

This Agreement may be terminated by either party, with or without cause, upon seven (7) day's written notice to the other party.

SECTION 6. HOLD HARMLESS

1. In accordance with the Oregon Constitution and the Oregon Tort Claims Act, subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, and the Oregon Constitution, each party agrees to hold harmless, defend, and indemnify each other including its officers, agents, and employees against all claims, demands, actions and suits (including all attorney fees and cost) arising from the indemnitors performance of this Agreement where the loss or claim is attributable to the negligent acts or omissions of that party.
2. The City of Ashland Police Department and OnTrack Inc. mutually covenant and agree that neither party will insure the actions of the other, and each party will assume its own responsibility in connection with any claims made by a third party against the City of Ashland Police Department and/or OnTrack Inc., subject to the provisions of paragraph 1.

SECTION 7. NOTICE

Any notice, consent or other communication in connection with this Agreement shall be in writing and may be delivered in person, by mail or by email. If hand-delivered, the notice shall be effective upon delivery. If by email, the notice shall be effective when sent. If served by mail, the notice shall be effective three (3) business days after being deposited in the United States Postal Service by certified mail, return receipt requested, addressed appropriately to the intended recipient as follows:

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If to OnTrack Inc:

Executive Director Rita Sullivan
221 West Main Street,
Medford Oregon 97501
ritaontrack@gmail.com

If to the City of Ashland Police Department:

Chief Tighe O'Meara
1155 East Main Street,
Ashland Oregon 97520
tighe.omeara@ashland.or.us

This has been agreed to in cooperation with the City of Ashland Police Department and OnTrack Inc. As agreed to and in partnership with:

Executive Director Rita Sullivan

Chief Tighe O'Meara

Signature

Date

Signature

Date