

CUSI

Chittenden Unit for Special Investigations

50 Cherry Street, Suite 102

Burlington, VT 05401

Phone: (802) 652-6800

Fax: (802) 652-4167

November 17, 2011

Joe Colangelo
Town of Hinesburg
PO Box 609
Hinesburg, VT 05461

Dear Mr. Colangelo,

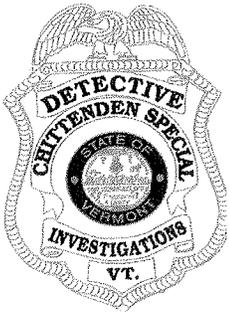
Enclosed is information you will need when drafting your town budget for FY13. We would like to meet with you to discuss our role in your community. In addition, we appreciate your support to the *Chittenden Unit for Special Investigations (CUSI)* and the *Children's Advocacy Center (CAC)*. We strive to keep our community safe and work hard to strengthen our response to sexual abuse in Chittenden County. Enclosed please find:

- Mission statement and brief summary
- FY13 Hinesburg Funding Request
- FY13 Town Budget Contribution Schedule for CUSI
- Intergovernmental Agreement and Hinesburg Signature Contracts to be signed and returned

We look forward to hearing from you. I am available at kbickford@bpdvt.org or 652-0391.

Thank you very much for your continued support.

Kristine Bickford
Executive Director of the CAC
Chittenden Unit for Special Investigations



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Mission Statement

To protect and support all children, families and adults by strengthening our community's response to abuse through investigation, prosecution and intervention while fostering professional collaboration to promote education and advocacy regarding the prevention of abuse.

Since its' inception in 1992, *The Chittenden Unit for Special Investigations (CUSI)* has had unprecedented success in the investigation of sexual abuse, severe child abuse and infant deaths in Chittenden County. Its' eight investigators, victim's advocate and DCF investigator and have handled thousands of investigations. Unfortunately the trend remains constant in regards to the abuse of children and adults. Its unique approach to gathering evidence has resulted in a number of confessions, and thus stronger cases that free the survivor from the anxiety of a court trial. The prosecutor's office has commented on the dramatic difference in the effort against sexual abuse before and after CUSI, and the Unit's structure is now being used as a prototype for proposed units in other areas of the state. The level of complexity in these cases is not going away so the need for this type of unit has increased.

Historically CUSI has successfully investigated and prosecuted over 6,000 cases of sexual abuse, severe physical abuse and child fatalities in Chittenden County, consisting of a population close to 150,000. On average CUSI investigates close to 400 cases a year, approximately 65% involving child victims. CUSI officer's, prosecutors and advocates are among the most highly skilled and trained professionals in this field.

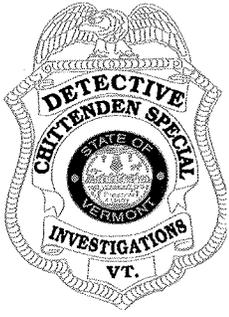
CUSI works in tandem with the Children's Advocacy Center (CAC) and the Internet Crimes against Children Task Force (ICAC) and works closely with the SANE (Sexual Assault Nurse Examiner) Program at Fletcher Allen Health Care.

FY 2013 CUSI FUNDING

TOWN	Total Population	Percentage of Overall County Population	Average amount of contribution paid to CUSI between 2007-2011	Percentage with Officer contributing towns removed (Utilizing %4.795 multiplier)*	Amount of Budget due by non-officer contributing towns	Difference in amount owed between FY11 and new funding mechanism
Burlington	42417	27.24%	\$272,427.99			
Bolton	1100	0.71%	\$4,145.95	5.50%	\$3,885	-\$261
Charlotte	3700	2.38%	\$5,849.57	7.17%	\$5,064	-\$786
Colechester	17067	10.96%	\$73,173.74			
Essex	19587	12.58%	\$56,849.60			
Hinesburg	4500	2.89%	\$12,476.92	7.69%	\$5,426	-\$7,051
Huntington	2000	1.28%	\$3,204.57	6.08%	\$4,293	\$1,088
Jericho	5009	3.22%	\$7,069.71	8.01%	\$5,657	-\$1,412
Milton	10300	6.62%	\$45,226.64	11.41%	\$8,057	-\$37,170
Richmond	4090	2.63%	\$6,942.14	7.42%	\$5,240	-\$1,702
Shelburne	6944	4.46%	\$11,591.13	9.26%	\$6,535	-\$5,056
South Burlington	17987	11.55%	\$63,604.02			
St. George	736	0.47%	\$3,414.54	5.27%	\$3,719	\$305
LYM	N/A	N/A	\$9,005.87			
Underhill	3100	1.99%	\$5,293.78	6.79%	\$4,792	-\$502
Westford	2045	1.31%	\$2,864.61	6.11%	\$4,313	\$1,448
Williston	8371	5.38%	\$21,357.44	10.17%	\$7,182	-\$14,176
Winooski	6742	4.33%	\$39,814.01	9.13%	\$6,443	-\$33,371
County Population Total	155695	100.00%		100.00%	\$70,605	

CUSI Proposed Budget \$70,608

Key
Vermont State Police
Other Officer Contributing Towns
Towns owing money to CUSI



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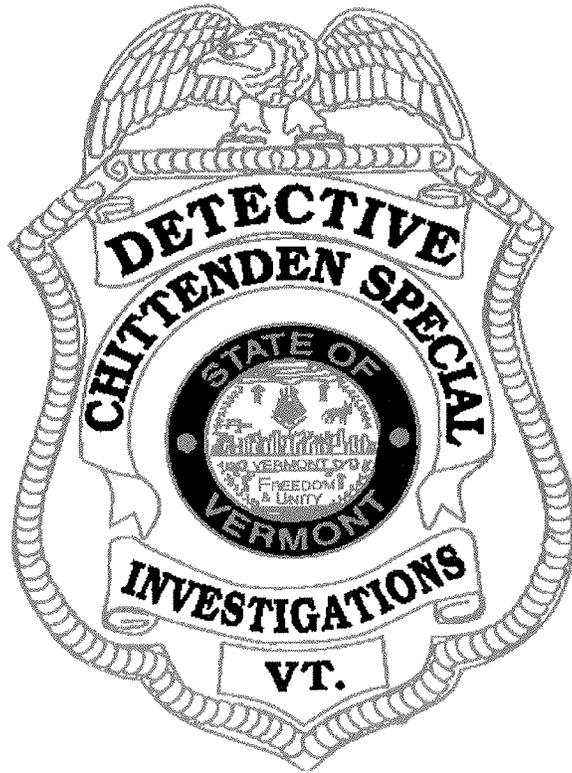
The Chittenden Unit for Special Investigations

FY13 Funding Request

- *CUSI Budget: \$70,605.00*
-

- *Funding Request for Town of Hinesburg FY13: \$5,426.00*

**INTERGOVERNMENTAL
AGREEMENT
FOR
*CHITTENDEN UNIT FOR SPECIAL
INVESTIGATIONS***



2011-2014

THIS AGREEMENT, MADE AMONG THE AGENCIES, MUNICIPALITIES AND TOWNS SIGNING THIS AGREEMENT, EACH HEREAFTER REFERRED TO AS “AGENCIES,” PROVIDES AS FOLLOWS:

SECTION 1: PURPOSE OF AGREEMENT

It is recognized that in certain situations the use of coordinated police services to perform police duties outside of the territorial limits of the town or city where officers are legally employed may be desirable and necessary in order to preserve and protect the health, safety and welfare of the public.

It is also acknowledged that specialized training and support services for investigators are essential to the thorough investigation of crimes of sexual assault and other sexual offenses. Special emphasis will be on cases involving child sexual abuse, serious child physical abuse and assistance with, or investigation of child fatalities. It is the purpose of all agencies participating in this Agreement to support the current and future needs of the Chittenden Unit for Special Investigations (CUSI) in order to investigate these cases on a county-wide basis.

It is the intent of the agencies to participate in CUSI for the term of this Agreement in order to maintain this type of specialized approach of improved protection and services for victims in our community.

The goal of the CUSI multidisciplinary unit is to promote cooperative efforts between the various agencies that are involved in the prevention, investigation, advocacy, therapeutic treatment and prosecution of these cases and to better protect and serve victims and families impacted by these cases.

SECTION 2: CUSI POLICY BOARD

A Policy Board of Directors (“Policy Board”) shall operate as the supervisory agency for the Chittenden Unit for Special Investigations. The Policy Board shall consist of not more than fifteen (15) members drawn from a broad cross-section of the Chittenden County community.

The following individuals (or their designees) or organizations shall have representation on the Policy Board and shall serve during their respective terms of office (1) The State’s Attorney for Chittenden County, (2) District Director or designee of The Vermont Department for Children and Families, (3) two Chiefs of Police from participating agencies, (4) two Town Managers from participating towns, (5) a municipal attorney (6) a representative from the Women’s Rape Crisis Center (WRCC) or other comparable advocacy group and (7) a SANE (Sexual Assault Nurse Examiner) representative or other medical professional.

The Policy Board shall oversee the finances and budget for CUSI including grant applications. It shall also manage and direct the resolution of any inter-agency disputes that may arise during the term of this Agreement. The Child Advocacy Center (CAC) Executive Director shall be responsible for the creation and distribution of the annual budget, grant applications and monitoring of all fiscal operations of the Chittenden Unit for Special Investigations.

The CAC Executive Director shall provide reports and information to the Policy Board so that the Board may oversee the financial operations of the Chittenden Unit for Special Investigations. The CAC Executive Director shall report to the respective towns, cities and agencies as needed regarding the financial status of the Chittenden Unit for Special Investigations or pursuant to any recommendations made by the Policy Board.

The Policy Board will be kept apprised of general caseload by the Director of the Chittenden Unit for Special Investigations.

The position of the CUSI Unit Supervisor shall be appointed by the Burlington Police Department with the advice and consent of the Policy Board. The CUSI Unit Supervisor is directly responsible for the daily investigative operations of the Chittenden Unit for Special Investigations to include but not limited to: Personnel management, case assignment/supervision/resolution and liaison to the community and local partner agencies. The CUSI Unit Supervisor will provide verbal and/or written reports and information to the Policy Board so that the Policy Board may monitor the progress of unit and personnel.

The position of CAC Executive Director and CUSI Unit Supervisor shall report to the Policy Board. Direct supervision of the CAC Executive Director and the CUSI Supervisor positions rests with their respective agencies.

SECTION 3: UNIT PROTOCOL

All law enforcement and DCF investigators, victim advocates and prosecutors assigned to CUSI shall adhere to the protocol established and adopted by the Chief's of Police and the CUSI Policy Board in July 1992 and any amendments made to that protocol.

SECTION 4: ASSIGNMENT OF INVESTIGATOR(S)

Colchester, Essex, South Burlington and the Vermont State Police (VSP) agree to assign one (1) full-time investigator to CUSI for a minimum period of three (3) years. Burlington shall assign three (3) investigators, with one (1) serving as the CUSI Unit Supervisor.

In addition, Burlington shall provide supervisory support services to CUSI. The Policy Board has the authority to recommend investigative resources required from any participating agencies.

Each agency will continue to be responsible for payment of salary and employee benefits, including overtime pay not otherwise covered by grant funding. All employees shall continue to retain and accrue all pension and disability rights while performing duties in accordance with this Agreement. In addition, each agency agrees to continue to be responsible for insurance for its employee(s) while the employee is assigned to this Unit.

Should an agency elect to remove their assigned investigator from CUSI, they shall become a non-contributing town/city responsible for making a financial contribution to fund the operations of the Chittenden Unit for Special Investigations as outlined below in Section 6.

SECTION 5: SUPERVISION OF INVESTIGATORS

During the period of their assignments, all investigators shall be under the direct supervision of the CUSI Unit Supervisor as appointed by the Burlington Police Department. All investigators will also remain under the general supervision of their respective agencies.

SECTION 6: FINANCIAL CONTRIBUTIONS

Those towns or cities which have not contributed investigatory staff (non-contributing) shall make a financial contribution to fund the operations of the Chittenden Unit for Special Investigations.

This shall include all non investigator contributing towns/municipalities in Chittenden County to include (as of the date of this agreement): Bolton, Charlotte, Hinesburg, Huntington, Jericho, Milton, Richmond, Shelburne, St. George, Underhill, Westford, Williston and Winooski.

The financial contribution of these towns and cities shall be based on the total budget required by the Chittenden Unit for Special Investigations as determined by the annual budget schedule. Distribution of the budget across the financially contributing towns and cities will be based upon the individual town/city population as a percentage of the overall population of Chittenden County. Population figures will be provided by individual towns and cities and validated via the US Census, the Vermont Health Department or other accepted source of population figures.

Notice of financial contribution due shall be made in advance by the Chittenden Unit for Special Investigations and payment shall in accordance with an agreed upon payment schedule. To provide a venue for individual towns/municipalities to discuss the above financial agreement, the Chittenden Unit for Special Investigations will host an annual budget meeting/open house at the CUSI facilities. At this meeting, representative(s) from each affected agency, town or city will have the opportunity to tour the facility and to be heard regarding CUSI budgetary matters.

The Chittenden Unit for Special Investigations will re-evaluate budgetary needs and overall county/town and city population figures on a tri-annual basis.

SECTION 7: TERM OF AGREEMENT:

This Agreement shall remain in full force and effect for the term beginning July 1, 2011 ending June 30, 2014. Each participating town or city is bound to its obligation for personnel or financial support for the full term.

In witness whereof, this Agreement has been executed and is effective and operative as to each of the parties as herein provided.



INTERGOVERNMENTAL AGREEMENT
FOR
CHITTENDEN UNIT FOR SPECIAL INVESTIGATIONS
2011-2014



Town of Hinesburg

By: _____

Name: