

MEMORANDUM OF UNDERSTANDING

Between the Wilson County Veterans Services Office and the City of La Vernia / La Vernia Police Department

I. PURPOSE

This Memorandum of Understanding (MOU) establishes a cooperative agreement between the Wilson County Veterans Services Office (WCVSO) and the City of La Vernia, including the La Vernia Police Department (LVPD), to allow the Veterans Services Office to provide confidential veteran services within a designated facility provided by the City of La Vernia/LVPD, ensuring complete privacy and confidentiality for veterans and their family members.

II. SCOPE OF SERVICES

The Wilson County Veterans Services Office shall provide veteran benefits counseling, claims assistance, referrals to healthcare, mental health, housing, employment, and social services, crisis support, and outreach services. All services shall be conducted in a manner that ensures privacy, confidentiality, and dignity.

III. FACILITY USE & PRIVACY REQUIREMENTS

The City of La Vernia/LVPD shall provide access to a private room or office space for services. The space shall allow for one-on-one confidential consultations, be free from audio or visual monitoring, prevent conversations from being overheard, and remain inaccessible to the public during consultations. LVPD will also provide and activate a white noise machine to ensure the privacy of clients during appointments. LVPD use will take precedence for police business and will at its earliest as possible notify the Veteran Service Office. If this situation were to arise the veteran service office will find alternative location to offer services in the time being. No law enforcement personnel shall be present unless requested by the veteran or required by law. The Wilson County Veterans will have access to the office on Thursdays from 8AM – 4PM or other prearranged appointments with LVPD during working hours to conduct business as necessary. Building facilities will not be accessible past the lobby entrance for use of bathroom and or other uses per security protocols.

IV. CONFIDENTIALITY

All veteran information shall be handled in accordance with federal and state privacy laws, VA confidentiality requirements, and applicable HIPAA standards. The City of La Vernia and LVPD shall not access or retain any veteran records.

V. ROLES & RESPONSIBILITIES

The Veterans Services Office shall provide accredited staff, manage appointments, and secure all records. The City of La Vernia/LVPD shall provide access to the designated facility and ensure privacy and safety standards are met.

VI. LIABILITY

Each party shall be responsible for the acts and omissions of its own employees. This MOU does not create a partnership or joint venture.

VII. TERM & TERMINATION

This MOU shall be effective upon signature and remain in effect for one year with automatic renewal unless terminated by agreement. Either party may terminate this agreement upon 10 days written notice to the other party or by mutual agreement. The Wilson County Veterans Services shall have 30 days to vacate the facility upon termination.

VIII. NON-FINANCIAL AGREEMENT

This MOU does not create any financial obligation between the parties.

IX. AMENDMENTS

This MOU may be amended only by written agreement signed by all parties.

SIGNATURES

Wilson County Veterans Services Office

Name: _____

Title: _____

Signature: _____

Date: _____

City of La Vernia

Name: _____

Title: _____

Signature: _____

Date: _____

La Vernia Police Department

Name: _____

Title: _____

Signature: _____

Date: _____