May 12, 2014

Chief of Police

Police Department

Add address

Dear Chief of Police ,

I am the supervisor of the Adult Protective Services unit for County Department of Human Services ( CDHS). Our unit includes elder abuse, adults at risk, guardianship and a victim of crime advocate social worker.

In 2007 our departments established a Memorandum of Understanding (MOU) in order to exchange vital information between our agencies. Since our last MOU is seven years old I believe we should renew our agreement. As you know the MOU is required by Wisconsin Statutes 46.90 and 55.043. The enclosed MOU addresses the issue of departmental cooperation and disclosure of information. *Please sign and date the MOU, make a copy and return it in the enclosed envelope.*

If you or your counsel have questions about the MOU please feel free to contact CDHS’ Assistant Corporation Counsel at

Thank you in advance for your attention in this matter.

Respectfully,

Adult Protective Services Supervisor

Add Name and contact information