

MEETING DATE
5-5-25


# CITY OF LAKE CITY

## Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

**SUBJECT: NORTHSTAR Multijurisdictional Drug Task Force Mutual Aid Agreement**

**DEPT / OFFICE: Lake City Police Department**

<b>Originator:</b> Chief Gerald Butler		
<b>City Manager</b> Don Rosenthal	<b>Department Director</b> Chief Gerald Butler 	<b>Date</b> 4/15/2025
<p><b>Summary Explanation &amp; Background:</b>  LCPD is currently a member of the North Florida High Intensity Drug Task Force (HIDTA). Often criminal activity occurs and crosses jurisdictional areas. NorthStar was created to allow HIDTA detectives to conduct investigations in multi-jurisdiction cases with other HIDTA units. This Agreement will allow LCPD to take part in NorthStar investigations.</p>		
<p><b>Alternatives:</b>  Continue with North Florida HIDTA only</p>		
<p><b>Source of Funds:</b>  Current LCPD Approved Budget</p>		
<p><b>Financial Impact:</b>  N/A</p>		
<p><b>Exhibits Attached:</b>  NSMDTF Agreement</p>		

# NORTH STAR

## MULTIJURISDICTIONAL

### DRUG TASK FORCE

#### NSMDTF AGREEMENT

#### Lake City Police Department

**CHIEF: Gerald Butler**

Business address: 225 NW Main Blvd Lake City, Florida 32055

Email address: BUTLERG@LCFLA.COM

Desk telephone: (386) 758-5484

Cellular telephone:

Designee / Agency Deconfliction Point of Contact:

Cellular telephone number:

Email address:

Is the Sheriff's Office in your county accredited? N/A

#### MANAGEMENT OVERSIGHT OF TASK FORCE

Name:

Agency:

Business address:

Email address:

Desk telephone:

Cellular telephone:

#### INVESTIGATOR POINT OF CONTACT FOR TASK FORCE

Name:

Agency:

Business address:

Email address:

Cellular telephone:

#### DEPUTY COMMANDER WEST FOR TASK FORCE

Name:

Agency:

Business address:

Email address:

Cellular telephone:

#### DEPUTY COMMANDER EAST FOR TASK FORCE

Name:

Agency:

Business address:

Email address:

Cellular telephone:

# NORTH STAR

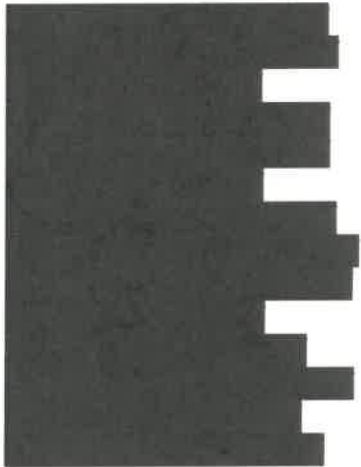
## MULTIJURISDICTIONAL

### DRUG TASK FORCE

#### AUTHORITY FOR TASK FORCE

Florida Statutes section 23.1225, the Florida Mutual Aid Act, provides the Sheriffs of Florida the authority to enter into Combined Mutual Aid Agreements for Law Enforcement Services. The Sheriffs of Florida entered into the Florida Sheriffs' Combined Operational Assistance and Voluntary Cooperation Mutual Aid Agreement ("Mutual Aid Agreement") in 2021, which is effective until April 1, 2025. The Mutual Aid Agreement, section II, authorizes the creation of inter-agency task forces for drug violations.

This Task Force is created to investigate drug activity within the following counties, referred to as the Task Force Operational Area ("TF Operating Area"):



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## MULTIJURISDICTIONAL

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## DRUG TASK FORCE

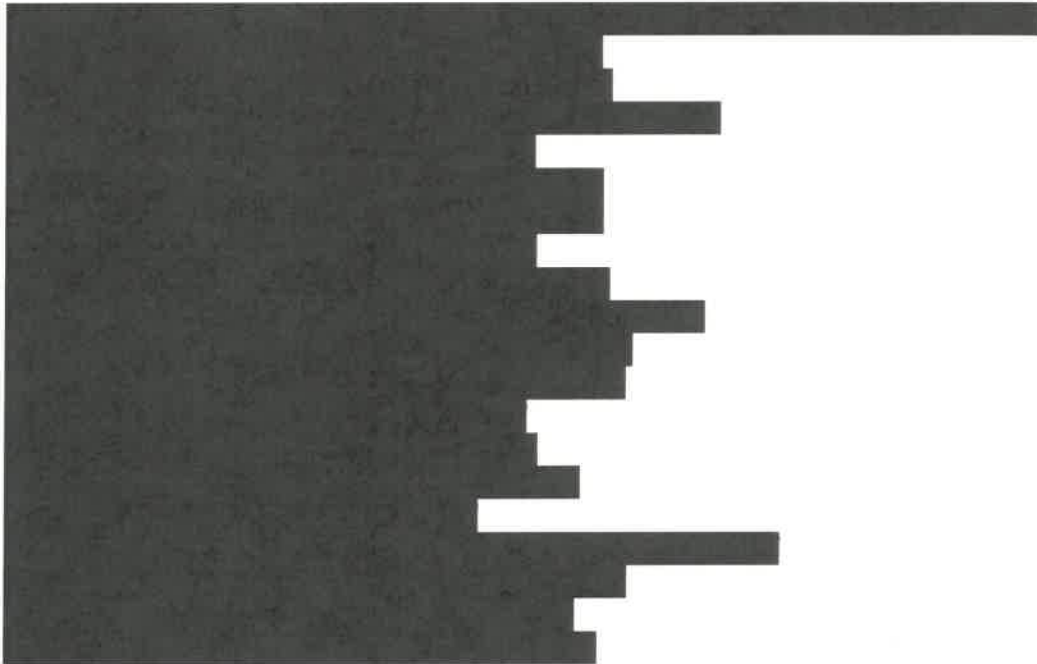
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### AUTHORITY TO ACT AS DEPUTY SHERIFF DURING TASK FORCE ACTIVITIES

While performing task force ("TF") activities, TF members that are Deputy Sheriffs will have the authority pursuant to Florida Statutes Chapter 30 as a Deputy Sheriff within the TF Operating Area. It is understood and agreed that the authority to act as a Deputy Sheriff outside of the TF members' employing agency's county or city as applicable is strictly limited to TF activities.

### ALPHABETICAL LISTING OF AGENCIES PARTICIPATING IN THE TF:



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# NORTH STAR



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## MULTIJURISDICTIONAL

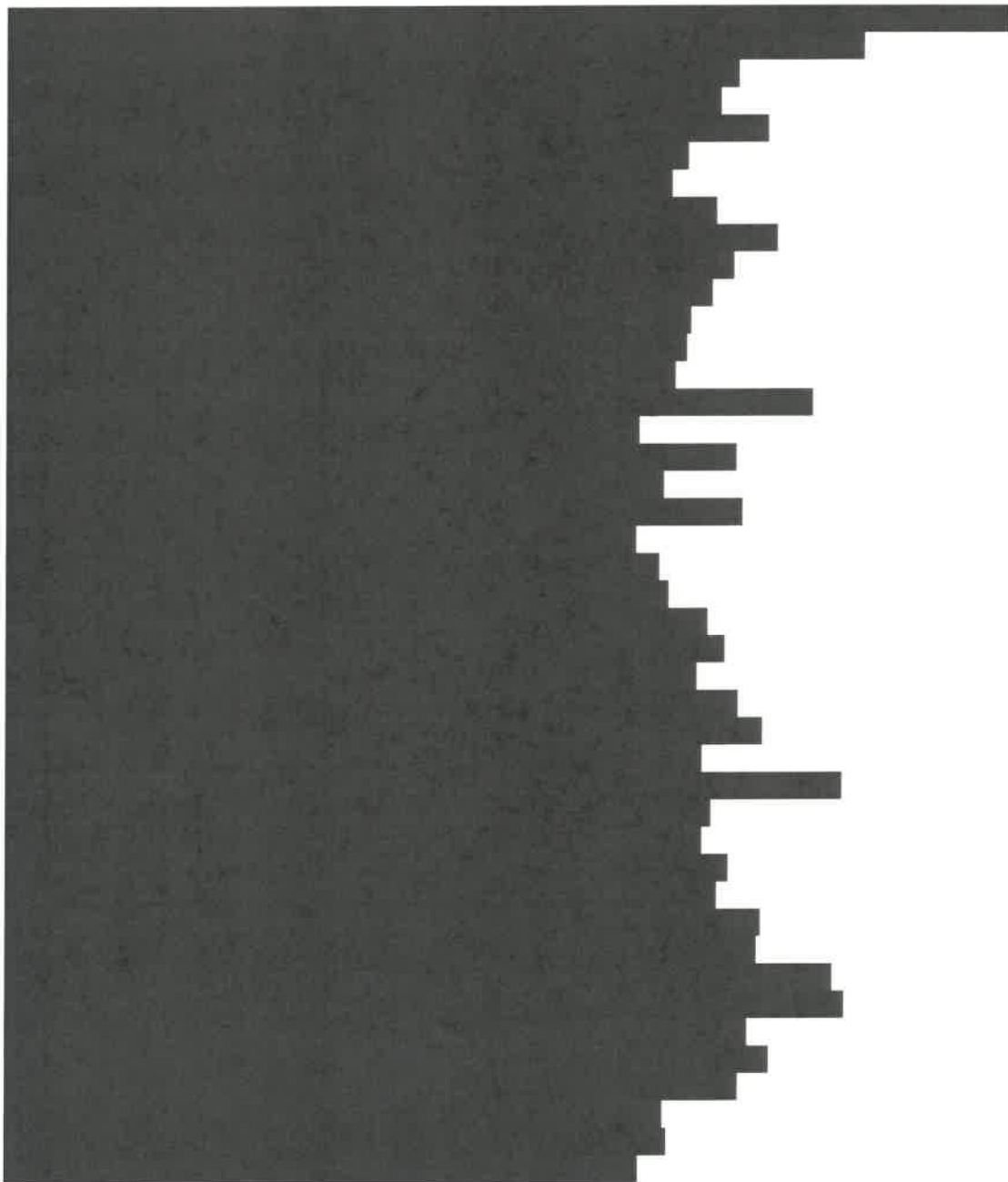
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## DRUG TASK FORCE

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### DESIGNATED TASK FORCE MEMBERS



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# NORTH STAR



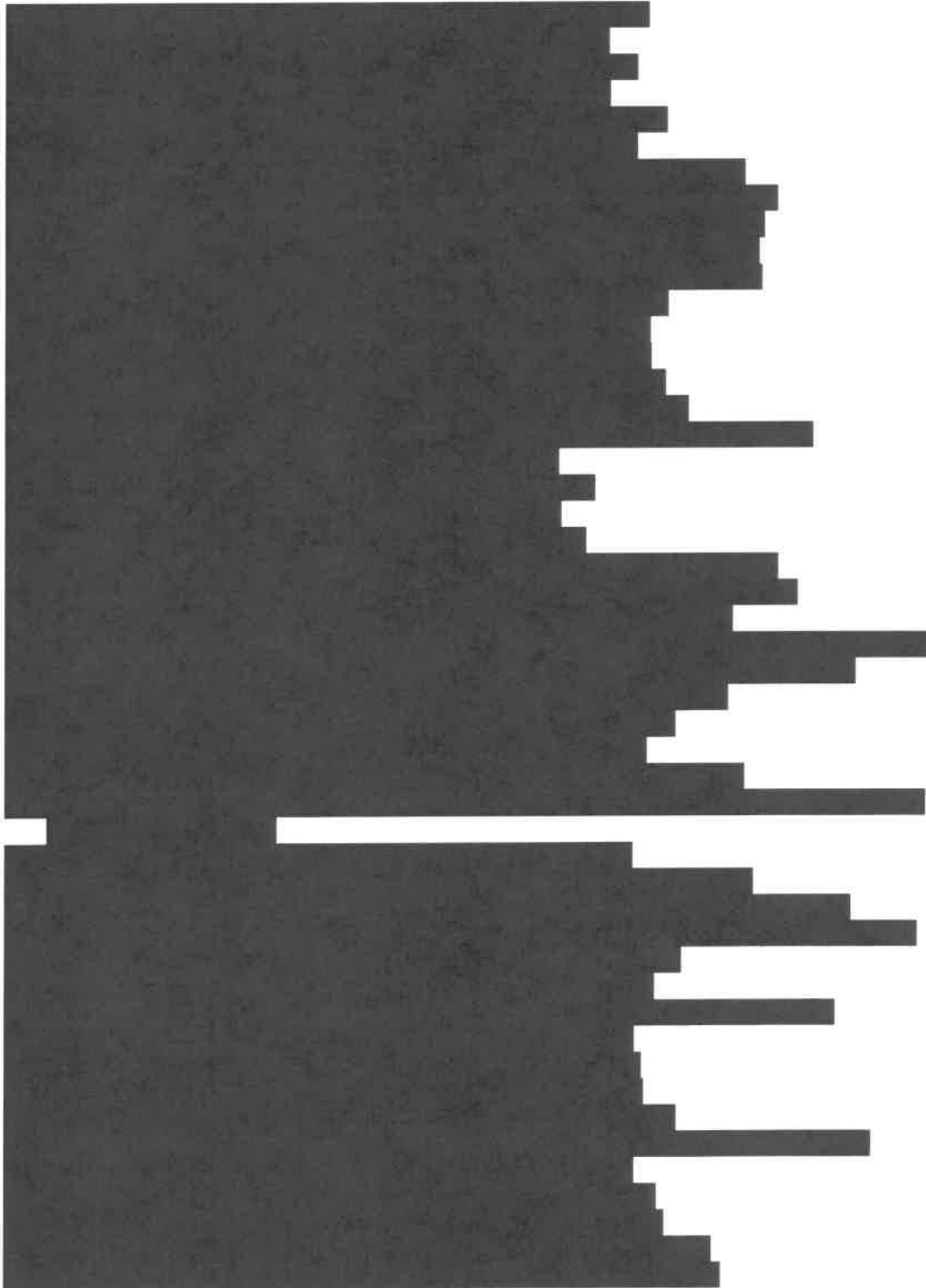
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MULTIJURISDICTIONAL

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DRUG TASK FORCE

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# NORTH STAR

## MULTIJURISDICTIONAL DRUG TASK FORCE

### GENERAL DAILY DUTIES AND OPERATIONS OF THE TASK FORCE

The purpose of the task force is to investigate illegal drug activity within the TF Operational Area. Daily, TF Detectives will debrief confidential sources (CSs) who will provide information about the illegal activities of drug trafficking organization (DTO) members operating within the TF Operational Area. TF Detectives will endeavor to make controlled buys of drugs from DTO members who distribute drugs within the TF Operational Area by working in an undercover (UC) capacity, by utilizing CSs to make the purchases, or by CSs and UC personnel together making controlled purchases. Efforts will be made to make controlled purchases of firearms, when appropriate. Investigation may reveal that local DTO members, who distribute drugs, obtain their drugs from drug sources of supply from locales located outside of the TF Operational Area. In those situations, the TF members will provide investigative leads to, and proactively work jointly with, agencies with law enforcement authority in the geographical area to expand drug investigations which originated in the TF Operational Area to areas beyond the TF Operating Area.

### SUPERVISORY OVERSIGHT

TF management of TF case files, CS files, other CS records, Financial Records of investigative funds, [REDACTED] entries, and press releases will be the responsibility of the [REDACTED]. Planning and supervision of enforcement actions will be coordinated with and approved by the parent agency deconfliction point of contact (POC). Decisions regarding entry teams, take down teams, etc. will be made by parent agency management and coordinated with the [REDACTED].

### CASE FILES (ACTIVE/INACTIVE/TRANSFER TO PARENT AGENCY RECORDS)

When a TF member initiates an investigation, the TF member will obtain a case number from their parent agency and initiate an original Offense Incident Report. The [REDACTED] will generate a companion case number for tracking TF activities and to facilitate entry of intelligence information from the case into the [REDACTED] database. Controlled buys and related investigative actions will be documented in reports under the parent agency's case number. Names of CSs and other identifying information regarding CSs will not be included in reports; rather, CSs will be identified in reports by their assigned numerical code number. All active investigations being conducted by the TF will be considered "Case Sensitive." Active TF paper case files will be maintained in the TF office space and secured in a locked filing system. Once a case is designated as cleared and the court disposition is final, the case file will be placed in an inactive status and moved from the active case files to the inactive case files. The inactive paper case file will subsequently be forwarded to the parent agency's records section.



# N R T H S T A R

## MULTIJURISDICTIONAL

### DRUG TASK FORCE

#### TASK FORCE FACILITIES AND COORDINATION RESPONSIBILITIES

The [REDACTED] will provide office space for the TF, manage it, and will be responsible for coordination and communication with the Sheriffs (or their designees) of member agencies, as well as other state and federal agencies working in conjunction with the TF.

TF members will receive from their parent agencies monies with which to purchase evidence and pay CSs for controlled buys made in their respective counties. TF Detectives will be provided investigative funds pursuant to the parent agencies policies and procedures.

Each Sheriff will appoint a parent agency member to serve as a single point of contact (POC) for deconfliction with the TF.

Prior to making a controlled buy, making an arrest, or other planned enforcement actions within a county, the Deconfliction POC will be contacted by a TF member to ensure TF operations and parent agency law enforcement operations are not transpiring at the same location, date/time, and target.

#### CONFIDENTIAL SOURCES

The TF will operate in compliance with Florida Statute (F.S.) 914.28, also known as Rachel's Law, in regards to the use of CSs.

The TF will maintain CS records for all CSs utilized by the TF and access to CS records will be limited to TF members, unless the parent agency is accredited and their CS files are resultantly required to be maintained separately. In the cases where it is necessary for CS files to be maintained by a parent agency, a TF CS Control File will be maintained for the purpose of accounting for the expenditure of investigative funds. The documentary CS records maintained by the TF will include a CS Administrative File, which contains a copy of F.S. 914.28, a copy of the Commission for Florida Law Enforcement Accreditation (CFA) Standards incorporated into CFA 15.03M, General Orders pertaining to CSs, documentation of Annual Reviews conducted of the CS records, and any other information of significance to the overall CS program. Other documentary CS records maintained by the TF will include a Master List of CSs; a CS Log with chronological entries delineating when CS Control Files were accessed; receipt books containing numbered receipts; a CS Control File for each Active CS; and a CS Control File for each Deactivated or Inactive CS. The CS Control Files for Active CSs will be separated from the CS Control Files for Deactivated or Inactive CSs.

Every CS Control File maintained by the TF will be labeled with a unique CS code number assigned to that particular CS as enumerated on the Master List of CSs. Each Active CS will have a CS Control File comprised of a multi-section folder. One section of each multi-section



# N R T H S T A R

## MULTIJURISDICTIONAL

### DRUG TASK FORCE

folder that functions as a CS Control File is for biographical and background information on the CS.

That section contains a cover sheet entitled, "Confidential Source Packet," a demographic sheet, an "Assessment of Prospective Confidential Informant" form, a three-page "Confidential Source Code of Conduct" form, and a "Rachel's Law Section 914.28, F.S. Acknowledgement" form. Another section is for the CS's criminal history after a National Crime Information Center/Florida Crime Information Center (NCIC/FCIC) check has been conducted for outstanding warrants, and a Florida Department of Highway Safety Motor Vehicle Driver and Vehicle Information Database (DAVID) printout; another section is for a photograph of the CS; another is for a fingerprint card bearing the fingerprints of the CS; another section is for the filing of copies of receipts documenting monies provided to the CS for the purchase of evidence or payments made to the CS; and another section is for an Activity Log which chronologically lists all the activities of the CS and monies provided to them during the period of their utilization. The Activity Log lists the date the activity or information was furnished; an accurate depiction of what occurred; and the corresponding case number for the activity. TF members will be required to update CS Control Files when they have obtained information or assistance from a CS or have paid a CS.

Pursuant to F.S. 914.28(7), agencies are required to perform a periodic review of actual agency CS practices to ensure conformity with the agency's policies and procedures. CFA Standard 15.03M 1 J requires written policy to ensure there is a documented annual administrative review of agency practices to ensure conformity with agency policies, procedures, and Florida Statute. TF management will conduct a documented quarterly and annual administrative Review of CS Practices to Ensure Conformity with Policies, Procedures, Rachel's Law, and F.S. 914.28. The review will include an inspection of the CS records and the filing of forms documenting CS activity within each CS's Control File, and the security of such records. The review is also to ensure the CS records are being kept in a secure manner within the TF office space. Further, the review is to ensure that access to the CS records and any computerized records such as Drug Trak are limited to authorized persons. The review is also to ensure TF Detectives are maintaining and utilizing a CS Log documenting the names of those who accessed CS records, as well as the dates and times the CS records were accessed.

It is possible that a CS used for TF activities may have been used previously for non-TF activities, or may be used concurrently with TF activities. It is understood and agreed that access to CS files by TF personnel will be limited to only TF activities and not to other CS activities.

### FINANCIAL RECORDS

All Financial records for Purchase of Evidence/Purchase of Information will be maintained in Drug Trak and printouts will be provided to participating Sheriff's Offices upon request. Participating agencies that maintain their own CS files will additionally maintain this information

# NORTH STAR

## MULTIJURISDICTIONAL DRUG TASK FORCE

within their CS files. Audit of TF financial records will be completed quarterly by Task Force Commander [REDACTED] and the Financial Director of the [REDACTED].

### DRUG INTELLIGENCE

A stand-alone computer, [REDACTED] software, and a backup system to prevent loss of data (hereafter referred to collectively as [REDACTED]) has been installed in the TF office space to function as an intelligence database for use by the TF. This software is the property of the [REDACTED]. [REDACTED] gives TF Detectives the ability to input all drug activity leads, complaints, and intelligence received from various information sources into a single database and maintain it in a retrievable format. The database can track leads, complaints, events, phone numbers, persons, addresses, tags, associations between persons, information received from other agencies, etc. For TF members, it provides a mechanism with which to link subjects such as drug sources of supply (SOSs), couriers, traffickers, distributors and money launderers, to geographical locations, residences, vehicles, telephones, to each other, and to CSs who have information about them. CSs are identified in [REDACTED] by their assigned numerical code number only. Access to [REDACTED] is limited to TF members, a Criminal Analyst, and the [REDACTED] Intelligence Unit. Each user of [REDACTED] uses a unique password to protect against unauthorized attempts to access, modify, remove, or destroy stored information within [REDACTED]. As a stand-alone system, the [REDACTED] computer system is protected and is not accessible via the Internet. Records created and stored in [REDACTED] will be maintained by the [REDACTED].

As TF members make controlled buys of drugs from suspects, a Criminal Analyst is provided access to the reports prepared by the TF. Information from each controlled buy (such as the case number, suspect name, the CS number of the CS who made the purchase, and a description of the purchased drugs) is input into [REDACTED] by the Criminal Analyst. One feature of [REDACTED] is the ability to track Investigative Fund credits and debits, and to link expenditures made from parent agencies respective Investigative Funds to CS numbers, case numbers, suspects, and the drugs purchased during "controlled buys."

### ANALYTICAL SUPPORT

Each afternoon, a Criminal Analyst from the [REDACTED] will visit the TF office space to enter information into [REDACTED] and to participate in the debriefings of CSs.

# N R T H S T A R

## MULTIJURISDICTIONAL DRUG TASK FORCE

### OPERATIONAL PLANS

An Operational Plan will be prepared prior to making any controlled buys or other enforcement actions. Operational Plan for controlled buys and will be approved by TF management. Operational Plans for enforcement actions such as search warrant executions, "wall-off stops," buy/busts, etc. will be approved by the designated POC of the affected county and parent agencies and TF management will collaborate regarding such things as providing a marked SO vehicle, who comprises the entry team, who will function as search team/interviewers, who will conduct evidence collection/photography, evidence submission, evidence storage, etc. The senior deputy participating or executing any law enforcement action while operating under this agreement and in a county other than one of original jurisdiction shall notify the Sheriff or their designee of the affected county, prior to conducting any law enforcement function whenever a deputy of the affected county is not in company.

### ROUNDUPS

The TF will daily make controlled buys of illegal drugs throughout the counties comprising the TF Operational Area. As a general matter, to facilitate the utilization of the CSs for an extended period of time, arrests of drug distributors will not be made in the near term following the controlled buys. Periodically, roundups will be conducted wherein arrest warrants will be obtained for many drug dealers at once and operations will be conducted where they are "rounded up." Close coordination will be conducted with the Sheriff or his designee prior to a roundup in any county comprising the TF.

### ASSET SEIZURE AND FORFEITURE

The TF will periodically seize and forfeit assets either through the Florida Contraband Forfeiture Act or via federal asset seizure/forfeiture. To the extent possible, the net forfeited assets applicable to TF member agencies will be shared equally among the participating members of the TF.

### PRESS RELEASES

All Press releases may be prepared by the TF and submitted to the Sheriff or designee of the affected county for review, or may be prepared and released by the Sheriff of the affected county, in the discretion of that Sheriff. All press releases will highlight the Sheriff's Office of the jurisdiction where the enforcement action took place, followed by a mention of the TF, i.e. "The Columbia County Sheriff's Office assisted by the North Star Multijurisdictional Drug Task Force ..."

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**CHIEF APPROVAL**

**LAKE CITY POLICE DEPARTMENT**

\_\_\_\_\_  
**CHIEF SIGNATURE**

**GERALD BUTLER** \_\_\_\_\_  
**CHIEF PRINTED / TYPED NAME**

\_\_\_\_\_  
**DATE**