

Agency: Norman Police Dept.

Oklahoma Internet Crimes Against Children Task Force

MEMORANDUM OF UNDERSTANDING

Parties

The Oklahoma Internet Crimes Against Children (ICAC) Task Force is a multi-agency, multi-jurisdictional initiative, funded with a grant from the Office of Juvenile Justice and Delinquency Prevention (OJJDP). This Memorandum of Understanding (MOU) is entered into by and between the Oklahoma State Bureau of Investigation (OSBI) and the various federal, state, tribal, and local law enforcement agencies that have signed this document. No part of this MOU shall be viewed as limiting or impeding the spirit of cooperation that exists among the agencies.

Mission

The mission of the Task Force is to deter, prevent, investigate, and prosecute predators who seek to exploit or engage minors in sexual activity through the use of computers and the Internet. The Task Force will engage in reactive and proactive investigations targeting those offenders who are actively involved in this type of criminal activity. Additionally, the Task Force will participate in a statewide effort to educate the public on issues regarding Internet safety for children. Training opportunities will be made available to Task Force members so they can become familiar with the most current trends and developments in the area of online child exploitation.

Purpose

The purpose of this MOU is to outline the relationship between all participating agencies in order to ensure that each understands and agrees to the guidelines concerning policy, supervision, planning, training, and public relations. This document is devised to formalize the association between agencies and to foster an understanding of each agency's role within the Task Force. The goal of this MOU is to promote efficiency in operations and provide guidelines necessary to ensure standardization in policies and procedures among Task Force participants.

Organizational Structure

The Oklahoma ICAC Task Force includes investigators and supervisors from various local, state, tribal, and federal law enforcement agencies who provide assistance, subject to availability.

Direction

All participants acknowledge the Task Force is a joint operation in which all agencies act as partners. The chain of command and supervision of the OSBI ICAC Unit is responsible for the policy and general direction of the Task Force. The Task Force supervisor will periodically contact supervisors and investigators from other participating

agencies to keep them informed of training opportunities, unusual circumstances, problems and successes of the Task Force.

Activities of the ICAC Task Force are further governed by the Operational and Investigative Standards of the United States Department of Justice, Office of Juvenile Justice and Delinquency Prevention. Member agencies must understand and comply with the standards. The standards are proprietary to the ICAC Board. Release of the standards is protected because release will likely jeopardize ongoing investigations.

Supervision

The day-to-day operational supervision of the Task Force is the responsibility of the OSBI Assistant Special Agent in Charge (ASAC) assigned to the ICAC Unit. The supervisor will work cooperatively with other supervisors and investigators from the participating agencies to keep them informed of Task Force issues and progress. Responsibility for the personal and professional conduct of Task Force members remains with the respective agencies, in keeping with each agency's rules regarding conduct. The administrative control of the Task Force is the responsibility of the OSBI Special Agent in Charge (SAC), who manages the OSBI ICAC Unit.

Investigator Selection Criteria

Each agency will identify specific officers who will be assigned to the Task Force. Only these officers will be permitted to conduct ICAC online investigations or perform forensic examinations pursuant to this agreement and ICAC operational and investigative standards.

Potential ICAC investigators should be evaluated for assignment to the Task Force based upon their work history, prior investigative experience, familiarity with computers and networks, court testimony skills, ability to handle sensitive information prudently, and a genuine interest in the protection of children. Each officer assigned to the Oklahoma ICAC Task Force must receive appropriate training prior to initiating online investigations.

The OSBI ICAC Unit ASAC is responsible for assigning and coordinating daily operational and administrative activities of the Task Force. The ICAC ASAC will maintain regular contact with ICAC Task Force officers in participating agencies to determine the status of investigations, provide supporting investigative and analytical information, and to identify and address issues pertaining to the overall operation of the Task Force. Each agency is responsible for the personal and professional conduct of its Task Force personnel.

Personnel

Personnel assigned to the Task Force will be evaluated by their respective agency heads/supervisors. Continued assignment to the Task Force will be dependent upon a satisfactory supervisory evaluation. At no time will the employees of a participating agency be deemed employees of another participating agency.

Investigations

All Task Force investigations will be conducted in the spirit of cooperation among agencies.

Proper execution and documentation of undercover operations provide the well-trained investigator with virtually incontrovertible evidence regarding a suspect's intent to exploit children. Investigations will follow ICAC operational and investigative standards and principles of law and due process.

Prosecution

When necessary, case-by-case analysis will be performed on each potential prosecution to determine in which jurisdiction the case will be prosecuted. A preference will be given to the jurisdiction initiating the prosecution. Those cases being considered for federal prosecution will be investigated pursuant to guidelines established by the appropriate United States Attorney.

Prevention and Education

Public education and awareness are key components of the ICAC initiative. Task Force agencies will provide information and guidance to children, parents, educators, and any other individuals concerned with child safety issues through public presentations. These presentations will not depict identifiable victims or use pornographic or sexually explicit images, nor will confidential investigative techniques be discussed. No member of the Task Force may endorse any product or service without the express consent of the OJJDP Program Manager. Statistics concerning the number of presentations and participants reached will be reported to the ICAC Task Force ASAC when requested.

Case Administration

As the lead law enforcement agency, the Oklahoma State Bureau of Investigation will be responsible for compiling and reporting Task Force activities to the ICAC Program Manager at OJJDP. Information on the activities of participating agencies will be collected in a prescribed format and reported in a timely fashion to the Oklahoma ICAC SAC.

Cases will be handled in compliance with each agency's case management policies and procedures.

Information Sharing

All Task Force members shall contribute case information for inclusion into one or more common databases. Access to the ICAC investigative website is available only to ICAC members and serves as a pointer system to assist in investigations. Basic case information (submitting Task Force information, Offender's screen name, identifiers, synopsis of investigation), as well as case update information (criminal proceedings, sentencing information, additional data on suspect) shall be submitted to the OSBI analyst assigned to support the ICAC Unit on a timely basis for inclusion in the database.

If any common target is identified, the initiating agency is responsible for contacting the other law enforcement agency targeting the suspect. Initiating agencies should also consider contacting other local, state, tribal, and federal agencies, which may be involved in similar investigations.

Records, Reports, and Evidence

Task Force members will maintain their own agency records and reports. All necessary case information will be provided to the OSBI analyst assigned to support the ICAC Unit on a timely basis for reporting purposes as outlined above.

Evidence will be impounded in the evidence room of the appropriate participating agency. Evidence will be handled by established rules of law regarding the chain of evidence and property release.

The storage, security and destruction of investigative information shall be consistent with agency policy. At a minimum, information should be maintained in locked cabinets and under the control of Task Force personnel. Access to these files should be restricted to authorized personnel with a legitimate need to know.

Absent the availability of a trained and experienced forensic examiner in the investigator's agency, the OSBI's Digital Evidence Unit or other trained Task Force member will conduct forensic examinations of computers and related evidence in ICAC cases.

Media Relations and Releases

No information pertaining to Task Force operations will be released to the media without prior approval of all agencies with an immediate investigative or prosecutorial interest in the case. Media releases may be made jointly by all agencies participating in the case. Media releases shall not include information regarding confidential investigative techniques.

For coordination purposes, media releases relating to ongoing prosecutions, crime alerts, or other matters concerning ICAC operations shall be made through the Oklahoma ICAC SAC.

Workplace and Equipment

Each participating agency agrees to make available its resources in support of a joint Task Force investigation. These may include, but are not limited to:

1. **Vehicles:** When appropriate, each agency will supply vehicles for its participating personnel.
2. **Communication Equipment:** Each agency will supply their personnel with two-way radios, and if available, cellular telephones. A list of current cellular telephone numbers will be provided to the ICAC ASAC. Email addresses, if

deemed security compliant with OSBI IT systems by OSBI/IT personnel, may be added to the OSBI ICAC Task Force message group.

3. **Safety Equipment:** Each agency will ensure its officers and agents assigned to the Task Force shall have all necessary equipment including, but not limited to, agency-authorized firearms, handcuffs, ballistic protective vests, audio recording devices, and any other equipment judged to be essential by the ICAC Commander.
4. **Dedicated Computer Hardware, Software, and Network Access Services:** Each agency shall provide or make available computer and peripheral hardware, software, and network access services dedicated to the exclusive use of its Task Force members. No personally owned equipment shall be used in ICAC investigations, and all software shall be properly acquired and licensed. The ICAC Commander, in an effort to standardize certain investigative and forensic procedures, may formulate guidelines for the selection, purchase, and use of equipment and software. If sufficient funds are available, the purchase of equipment and services may be made through the ICAC grant.
5. **Dedicated Work Space:** In lieu of establishing a centralized facility or regional locations, each agency shall make available to its Task Force personnel sufficient workspace and office equipment in a secure area. This space must allow officers, agents, and representatives to perform their duties away from public view and without undue distractions from personnel not assigned to the Task Force.

Compensation

Each participating agency agrees to provide wages and benefits for its personnel assigned to the Task Force. Payment of overtime expenses is the responsibility of each member agency.

Training

Task Force members will be provided advanced training to improve and enhance the job skills required to combat Internet crimes against children. Grant funds may be used to finance the training, subject to the availability of funding for this purpose.

Liability

Each agency shall assume responsibility and liability for the acts and omissions of its own officers, agents, or employees in connection with the performance of their official duties under this MOU. It is expressly understood and agreed that no agency or governmental entity executing this agreement in any way agrees to alter or waive in whole or in part any privileges or immunities otherwise enjoyed by the agency or governmental entity executing this agreement. All agencies and governmental entities to this agreement agree to hold harmless all other agencies and governmental entities to this agreement for any liability, claim or damages arising by reason of negligence or

ICAC AFFILIATE CONTACT INFORMATION SHEET

Affiliate Agency Name: <u>Norman Police Depart.</u>
Physical Address: <u>112 W Daws St, Norman, OK 73069</u>
Mailing Address: <u>PO Box 370, Norman, OK 73070</u>
Main Office Phone Number: <u>405-366-5201</u>
Main Office Fax Number:
AUTHORIZER INFORMATION
Name: <u>Kevin Foster</u>
Title: <u>Chief</u>
Business Phone Number: <u>405-366-5201</u>
Email Address: <u>Kevin.Foster@normanok.gov</u>
Cell/after hours contact number: <u>405-598-0861</u>
ADDITIONAL STAFF/CONTACT
1.) Name: <u>Anthony Riddles</u>
Title: <u>Captain</u>
Business Mailing Address: <u>as above</u>
Business Phone Number: <u>405-217-7772</u>
Email Address: <u>Anthony.Riddles@normanok.gov</u>
Cell/after hours contact number: <u>405-229-8952</u>
ADDITIONAL STAFF/CONTACT
2.) Name: <u>Jeremy Bratcher</u>
Title: <u>Lieutenant</u>
Business Mailing Address: <u>same as above</u>
Business Phone Number: <u>405-366-5268</u>
Email Address: <u>Jeremy.Bratcher@normanok.gov</u>
Cell/after hours contact number: <u>405-286-7794</u>
ADDITIONAL STAFF/CONTACT
3.) Name:
Title:
Business Mailing Address:
Business Phone Number:
Email Address:
Cell/after hours contact number:

If applicable, Please add additional contacts on an additional piece of paper

When OSBI receives a case in your jurisdiction, who should we contact to assign the case to you?

(Circle Choice)

Authorizer Additional Staff #1 Additional Staff #2 Additional Staff #3

Authorizer Signature: *Kevin Foster*

Date: 2/18/2020

PLEASE RETURN THIS FORM TO ICAC TASK FORCE ADMIN VIA EMAIL:
OKICAC@OSBI.OK.GOV OR VIA FAX: 405-858-5258

