



COMMONWEALTH OF VIRGINIA

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Superintendent

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DEPARTMENT OF STATE POLICE

P.O. Box 27472 Richmond, VA 23261

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August 25, 2023

Town of Warrenton Police Department
333 Carriage House Ln,
Warrenton, VA 20186

Dear Chief Timothy Carter,

We sincerely appreciate your continued partnership as an affiliate of the Northern Virginia/District of Columbia Internet Crimes Against Children (NOVA/DC ICAC) Task Force. Fortunately, we have received Fiscal Year 2024 funding from the Virginia Department of Criminal Justice Services (DCJS) that enables us to further allocate monies to our task force affiliates who are in good standing. As stated in our Inter-Agency Agreement dated July 1, 2014:

Should additional funds become available during the agreed upon period, this agreement may be amended by written correspondence from the NOVA/DC ICAC Commander to permit the Town of Warrenton Police Department to expend the additional funds in accordance with this established IA.

As such, we are able to allocate additional funds to your agency in the amount of **\$4,000.00**. It should be noted that this funding is NOT grant-related. These are NOVA/DC ICAC funds that have been identified to support your ICAC work. Your allocation may be used towards expenses that include salary, overtime, equipment, software, and for training that is specifically and exclusively related to the NOVA/DC ICAC Task Force's overall mission of combating Internet crimes against children. Please see the attachment to this letter for examples of in-scope and out of scope expenses. *All expenditures, except payroll expenses, require prior approval via email to SSA Michael J. Brown (michael.brown@vsp.virginia.gov) or First Sergeant Robert Brown (rob.brown@vsp.virginia.gov) and must be made in accordance with your agency's financial procedures and regulations. Reimbursement requests may also include ICAC expenses made between July 1, 2023, and the date of this letter.*

In order for reimbursement to be made to your locality, your staff will be asked to complete a reimbursement invoice, to provide proof of payment for the expense, and include the email granting approval of the expense. Proof of payment may be copies of checks, credit card receipts or statements, or accounting ledger reports showing the obligation of funds. Proof of payment is also copies of payroll records and timesheets if the reimbursement request is for salary or overtime. Please send your reimbursement requests via email with scanned attachments to Crystal Hopson (crystal.hopson@vsp.virginia.gov).

To allow for more accurate fund management and sufficient time for processing, reimbursement requests should be made quarterly or semi-annually. We ask that all final reimbursement requests, be received in our office by **May 1, 2024**, unless the request involves payroll reimbursement.

Payroll reimbursement requests should be submitted no later than June 10, 2023.

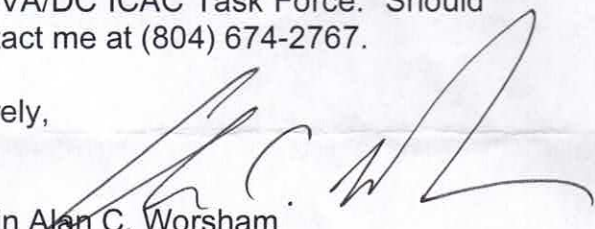
Unless prior written notice is received by **Crystal Hopson** (crystal.hopson@vsp.virginia.gov) unexpected funds from your allocation may be redistributed for other purposes after May 1, 2024.

Your continued partnership with the NOVA/DC ICAC Task Force is vital to the task force's overall success and we hope you find this additional funding beneficial to your efforts to combat child sexual predators and child pornography.

Note: Please respond to us no later than November 1, 2023, via *postal or electronic mail* to verify that you will take receipt of the funds. Should we not receive verification, the respective funds must be reallocated to another affiliate to permit timely expenditures.

Again, I thank you for all you do in support of the NOVA/DC ICAC Task Force. Should you have any questions please do not hesitate to contact me at (804) 674-2767.

Sincerely,



Captain Alan C. Worsham
Division Commander
Bureau of Criminal Investigation
High Tech Crimes Division

ACW/clh

Attachment

Attachment

In-scope or Authorized Expenses (may include, but are not limited to):

- Desktop computers (Mac, Windows based, etc.)
- Peripherals for computers (keyboards, mice, monitors, cables, adapters, etc.)
- Laptops & cases (Mac, Windows based, etc.)
- Tablets & cases (Apple, Android, Windows based, etc.)
- Undercover Cell Phones, Digital Recorders
- Printers, Digital Scanners, Digital Cameras
- Headphones, Screen Protectors, etc.
- Digital Storage (pocket drives, external storage, thumb drives, SD Cards, etc.)
- Software for undercover operations (Camtasia, Wireshark, Commview, Net limiter, MS Office, Adobe Acrobat Pro, VM Fusion, Parallels, etc.)
- Forensic Triage Software (ADF Triage-G2, Investigator)
- Child Interviewing courses & certifications (Child First, NCAC Center, Reid, etc.)
- NCMEC related training (Lodging, airfare, meals registrations, etc.)
- Costs associated with ICAC conferences and/or training (Lodging, airfare, meals, registrations)
- School Resource Officer training and certifications (Lodging, airfare, meals, registrations)
- ICAC training (NCJTC, NW3C, SEARCH training courses (lodging, meals, airfare, registrations)
- Educational materials (anatomical dolls, Ident-a-kid kits, brochures, logoed key chains and pencils, coloring books, magnets, stickers, Netsmartz materials, etc.)
- Overtime for ICAC investigations
- Salary & fringe off-set for full time ICAC investigators.

Out of Scope or Unauthorized Expenses: The following equipment and software will be considered non-approved purchase requests due to the full service digital forensic laboratory dedicated specifically for ICAC affiliate members. Out of scope or unauthorized expenses will include, but are not limited to:

- All computer-based forensic machines (Forensic Recovery of Evidence Device (FRED) by Digital Intelligence, EDAS FOX Recovery Computer, SOLO Forensic Box, etc.)
- Full Service Digital Forensic Courses and Software
 - SANS Institute courses, software, and tools
 - IACIS training and certification (CFCE, CAWFE, etc.)
 - CompTIA training and certification (A+, Net+, Security+, etc.)
 - TEEL Technologies training and certifications (JTAG, BGA Chip-off, etc.)
 - FLETC training and certifications (SCERS, MFTP, IDEA, etc.)
 - BlackBag Technologies products and training certifications (Data Inspector, Data Collector, Softblock, CBE, MiCFE, etc.)
 - Nunix software, tools, and intrusion kits
 - PassMark software products (OS Forensics)
 - X-Ways Forensic Software
 - SYS-Tools and Forensic Software
 - ADF-Digital Evidence Investigator software and training courses by ADF Solutions
 - AccessData software and training courses (Forensic Tool Kit (FTK), BootCamp, ACE, etc.)
 - Guidance products software and training courses (EnCase, ENCE, Tableau Forensic Bridges, Write Blocks, etc.)
- CRU-INC products and software (WiebeTech Forensic Bridges, Write Block Bays, etc.)
- SIRCHIE products and training certifications (computer forensics)
- Server Storage (Blade, JBOD, VTrak, Promise, etc.)
- Large progressive copy machines