

**RESOLUTION
CITY OF SAINT PAUL, MINNESOTA**

Presented by _____

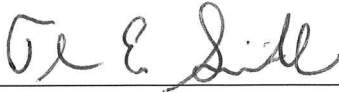
1 WHEREAS, the City of Saint Paul Police Department (SPPD) wishes to enter into memoranda of
2 understanding with multiple law enforcement agencies with regards to the Statewide Human Trafficking
3 Task Force; and

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5 WHEREAS, the purpose of the agreements is to set forth the terms and conditions between the core team
6 agency members along with non-governmental organizations in their collaborative efforts dedicated to
7 investigating, prosecuting, and providing services to victims of sex trafficking, forced labor and closely
8 related crimes; and

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10 THEREFORE BE IT RESOLVED, that the council approves entering into and authorizes Chief Thomas
11 Smith to implement these agreements, as substantially set forth in the attached, with multiple law
12 enforcement agencies.

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Requested by Department of: **POLICE**



By: **Thomas E. Smith, Chief of Police**

**Statewide Human Trafficking Task Force
Serving Minnesota (STF)**

Memorandum of Understanding

1. **PARTIES.** The parties to this Memorandum of Understanding (MOU) are the St. Paul Police Department (SPPD), the Federal Bureau of Investigation (FBI), the United States Attorney's Office (USAO), Women's Advocates, (WA), Homeland Security Investigations-St. Paul (HSI-SP), Washington County Attorney's Office (WCAO), and Ramsey County Attorney's Office (RCAO). The SPPD is the lead Law Enforcement partner. Women's Advocate is the lead Victim Services Provider. SPPD, FBI, WA, HSI-SP, RCAO, and WCAO will serve as the Core Team agencies working in partnership with USAO to serve the State of Minnesota. The USAO and the WCAO will provide legal advice to the task force.
2. **PURPOSE.** This MOU is executed in order to memorialize the agreement and set forth the terms and conditions between the Core Team members of Statewide Task Force (STF) members – SPPD, FBI, USAO, WA, WCAO, RCAO and HSI-SP. The STF is a collaboration of federal, state, and local law enforcement agencies – along with nongovernmental organizations – dedicated to (1) investigating and prosecuting those engaged in sex trafficking, forced labor, and closely related crimes; (2) identifying, rescuing, and providing services to victims of human trafficking; and (3) conducting training, community outreach, and public awareness efforts.
3. **HISTORY OF INVOLVED STF AGENCIES.** The SPPD established the Vick Task Force in 2005, organized to combat human trafficking in Ramsey County through investigation and prosecution of the perpetrators of these offenses. The RCAO was an original Vick Task Force member and realigned its organization chart to dedicate resources to the prosecution of human trafficking. The partnership with SPPD and RCAO resulted in 2015 the Vick's Task force coordinated state wide training in response to new Minnesota Safe Harbor legislation. The Washington County Attorney's Office established a Major Crimes Prosecution Unit (MCPU) within the Office's Criminal Division in 2015 concentrating on human trafficking cases. The MCPU prosecutes human trafficking and has developed data analysis methods to enhance the success of the investigation and prosecution of these cases. These efforts will be joined together under the auspices of the STF in order to unify the investigations and prosecutions of all forms of human trafficking (labor, sex, juveniles, adults, U.S. citizens, and immigrants), as well as to coordinate and provide necessary services to the identified victims of these crimes. The Women's Advocates (WA) agency has provided shelter and comprehensive support services and temporary housing to domestic abuse victims since 1974. Women's Advocates has served human trafficking victims through their domestic

violence services for many years. To meet the complex needs of victims, WA's 2015 strategic plan expanded its focus on human trafficking; and WA engaged a state expert to serve as a dedicated coordinator of its anti-human trafficking efforts.

4. **MISSION STATEMENT.** The STF mission is to identify and assist victims of all forms of human trafficking through the proactive identification, investigation and prosecution of those perpetrators. Specifically; (1) to provide human trafficking victims the necessary services to temporarily house and rehabilitate so that the victims can successfully be integrated back into lawful society; (2) to provide data collection for initiating investigations on a statewide basis; (3) to provide investigative and training resources to properly advance human trafficking prosecutions; (4) to prosecute such cases in either federal or state court on a cooperative basis. Each member agency agrees to support the overall mission of the STF.

5. **RESPONSIBILITIES.**

- a. To facilitate the purpose of this MOU, all parties agree to take the following actions:
- Work with Task Force members to ensure that human trafficking is and remains a priority for law enforcement, governmental and non-governmental organizations, and the community as a whole.
 - Co-facilitate Task Force meetings and assist in the overall coordination of Task Force activities with respect to training, community outreach, and public awareness.
 - Develop, coordinate, and facilitate training for Task Force members and other key partners identified within the Task Force region.
- b. Additionally, SPPD agrees to:
- Identify consistent, experienced, and committed task force leadership.
 - Ensure that task force membership is representative of all essential agencies, organizations, and individuals.
 - Identify and dedicate sufficient administrative support for the task force, including maintaining task force documentation.
 - Hold task force meetings.
 - Develop and update STF protocols that outline roles and responsibilities.
 - Establish plans for routine collection of performance measure data on behalf of the collaborative through the hiring and oversight of an independent evaluator.
 - Develop a process for sharing and analyzing performance measurement data with task force members.
 - Coordinate on the submission of quarterly reporting into Performance Measurement Tool (PMT), and develop semiannual narrative reporting.

- Develop a plan for evaluating task force performance and effectiveness and use findings to improve task force performance.
 - Support the development of training and public awareness materials with a shared message.
 - Identify relevant stake holders to receive training.
 - Provide collaborative workspace necessary and suitable for the organizational location of STF personnel and tasks.
 - Conduct proactive investigations.
 - Develop clear protocols and procedures for victims' rights and victim protections.
 - Implement victim – centered and trauma – informed techniques.
 - Assemble a comprehensive array of victim services.
 - Leverage (not duplicate) existing resources.
 - Provide assistance to foreign national victims (minors and adults). Provide assistance to U.S. citizens and lawful permanent residents (minor and adults).
- c. Additionally, the USAO agrees to:
- Provide overall direction necessary to make anti-trafficking a priority for law enforcement.
 - Provide coordination and oversight over the Task Force to help ensure human trafficking referrals and complaints are fully investigated by the appropriate investigative agency.
 - Provide Assistant U.S. Attorneys for case investigative guidance and prosecution of human trafficking offenses, and other prosecution support as appropriate.
 - Provide victim and witness notification and services or referrals to human trafficking victims in federal cases brought for prosecution by the task force.
 - Assist in providing training and support for law enforcement involved in investigating human trafficking.
- d. Additionally, WA agrees to:
- Assist recruiting committed and experienced Victim Services members for the task force
 - Serve as the as the liaison for the service providers.
 - Serve as an advocate for victims and a liaison to the involved law enforcement entities, when needed and requested.
 - Contribute to designing, reviewing and updating task force Victim Services protocol to ensure ongoing effectiveness and efficiencies.

- Assist with developing and updating evaluation and performance plans.
 - Assist with data collection, analysis, reporting and information sharing.
 - Coordinate the submission of quarterly reporting into Trafficking Information Management Systems (TIMS), and develop semiannual narrative reporting.
 - Coordinate information of possible cases reported to members.
 - Connect and coordinate victim services with other social service providers, particularly in large cases.
 - Provide and coordinate comprehensive services to victims of human trafficking.
 - Provide victims of human trafficking with information about their rights and options so that victims can make informed choices.
 - Facilitate the communication of victims' needs during investigation and prosecution.
 - Assist with requests for development and coordination of training for law enforcement, social services, victims' services and other members of the task force.
 - Contribute to developing/updating protocols and procedures for victims' rights and protections.
 - Develop/update, educate and implement victims centered and trauma informed practices and protocols.
 - Provide or coordinate information and education to the broader community about the Trafficking Victim's Protection Act and the collaborative efforts of social service providers and law enforcement.
- e. Additionally, the FBI agrees to:
- Provide support for investigators and coordinate with the appropriate Supervisory Special Agent.
 - Provide guidance and direction to the STF personnel, as needed, including the grant funded law enforcement liaison position.
 - Assign one agent to: investigate human trafficking full time, coordinate investigations with the STF as appropriate and regularly attend STF meetings.
 - Facilitate the law enforcement agency's certification of trafficking victims in all cases investigated by FBI personnel.
 - Provide victim services or referrals to human trafficking victims via the FBI Victim Specialist in all cases being investigated by the FBI.
- f. Additionally, HSI-SP agrees to:
- Provide support for human trafficking investigations and coordinate with the appropriate HSI Group Supervisor.

- Provide guidance and direction to STF personnel, as needed, including the grant funded law enforcement liaison position.
 - Assign one agent to investigate human trafficking full time, coordinate investigations with the STF as appropriate and regularly attend STF meetings.
 - Facilitate law enforcement agency's certifications of trafficking victims in all cases investigated by HSI personnel.
 - Provide victim services or referrals to human trafficking victims via the HSI Victim Assistance Specialist in all cases being investigated by HSI personnel.
- g.** Additionally, the WCAO agrees to:
- Provide regular submissions of data analysis of online activity for Task Force members to ensure criminal activity is identified for investigation by appropriate law enforcement agencies.
 - Provide Assistant Washington County Attorneys for case investigative guidance and prosecution of human trafficking offenses, and other prosecution support as appropriate.
 - Provide victim and witness notification and services or referrals to human trafficking victims in state cases brought for prosecution by the task force.
 - Lead the development of training and support for law enforcement involved in investigating human trafficking.
 - Hire a Crime Data Coordinator for the STF to perform research and analysis for the purpose of investigations. The program coordinator will perform these functions:
 - Establish plans for systematic analysis of crime data.
 - Develop a process for sharing and analyzing crime data patterns and trends to inform investigations.
 - Develop training and public awareness materials with a shared message.
 - Provide collaborative workspace necessary and suitable for STF personnel and tasks.
 - Agrees to a cooperative and reciprocal arrangement to deputize prosecutors with the U.S. Attorney's Office and the Ramsey County Attorney's Office for the more effective prosecution of these cases across governmental borders.
- h.** Additionally, the RCAO agrees to:
- Provide Assistant Ramsey County Attorneys for case investigative guidance and prosecution of human trafficking offenses, and other prosecution support as appropriate.
 - Provide victim and witness notification and services or referrals to human trafficking victims in state cases brought for prosecution by the task force.

- Assist in providing training and support for law enforcement involved in investigating human trafficking.
- i. All Task Force Law Enforcement Agencies agree to designate command staff to the Task Force Law Enforcement Steering Committee. The Task Force Law Enforcement Steering Committee will:
- Meet monthly to plan and coordinate the Task Force’s law enforcement responses to human trafficking threats in the region.
 - Develop policies and protocols for Task Force law enforcement agencies for multi-jurisdictional human trafficking cases and proactive investigations into sex trafficking, forced labor, and closely related crimes.
 - Identify training needs to include Victim Services and other investigating agencies, or other Task Force training needs.
 - Designate one or more investigators and/or operational supervisors to the Task Force Investigations and Prosecutions Committee. These individuals will:
 1. Serve as the points of contact for human trafficking investigations within the agency’s jurisdiction.
 2. Receive referrals and complaints regarding sex trafficking, forced labor, and closely related crimes occurring within the agency’s jurisdiction.
 3. Regularly attend meetings of the Task Force Investigations and Prosecutions Committee.
 4. Share intelligence and information with Task Force law enforcement agencies about leads regarding human trafficking threats and activities occurring within the agency’s jurisdiction in a manner that protects law enforcement sensitive information relating to active and ongoing investigations and in accordance with all applicable statutes, regulations, and policies of the participants of the Task Force.
 5. Facilitate the process of de-conflicting investigative targets and locations by using Task Force-approved tools.
 6. Provide law enforcement support to Task Force law enforcement agencies in investigations into sex trafficking, forced labor, and closely related crimes, when requested by those agencies and as resources permit.
 7. Participate in Task Force law enforcement training efforts; and
 8. Provide victims and witnesses with services or referrals to service providers, as appropriate and coordinated through the Task Force, in all Task Force cases investigated by the agency.
6. **OTHER PROVISIONS.** Nothing in this MOU is intended to conflict with current law or regulation or directives of SPPD, FBI, USAO, WA, WCAO, RAO, HSI-SP or other parties. If a term of this agreement is inconsistent with such authority, then that term shall be invalid,

but the remaining terms and conditions of this agreement shall remain in full force and effect. Additionally, the provisions and obligations set forth in this MOU are limited by the following:

- a. Each law enforcement agency retains complete control over the supervision, schedule, and assignments of any of its respective personnel assigned to the Task Force.
 - b. The assignment of an investigator as a point of contact for the Task Force does not obligate the law enforcement agency to commit a minimum number of hours to Task Force operations, investigations, or other activities.
 - c. Nothing in this MOU requires the law enforcement agency to commit any additional resources other than those explicitly provided herein.
 - d. Each law enforcement agency may request assistance on investigations and operations from other Task Force law enforcement agencies. The law enforcement agency receiving such request will evaluate each request individually and independently to determine whether they have the necessary resources to meet the request.
 - e. The STF agrees and intends to formulate and execute additional MOUs with law enforcement and prosecution agencies in all geographical areas of Minnesota in order to effectively and efficiently serve the identified need statewide.
7. **FINANCIAL PROVISION.** Each member also understands that this is not a financial arrangement with the other members, as no funding sources will be shared. The SPPD receives funding from the Bureau of Justice Assistance, Office of Justice Programs, U.S Department of Justice.
8. **EFFECTIVE DATE.** The terms of this agreement will become effective on the date the last party signs the agreement, whichever is later.
9. **MODIFICATION.** This agreement may be modified upon the mutual written consent of the parties.
10. **TERM.** The terms of this agreement, as modified with the consent of both parties, will begin October 1, 2016 and remain in effect until September 30, 2019. The agreement may be extended by mutual written agreement of the parties.
11. **TERMINATION.** Any party upon 30 days written notice to the other party may terminate this agreement.

St. Paul Police Department

Name & Title Signature Date

United States Attorney's Office

Name & Title Signature Date

Federal Bureau of Investigation

Name & Title Signature Date

Women's Advocates

Name & Title Signature Date

Homeland Security Investigations-St. Paul

Name & Title Signature Date

Washington County Attorney's Office

Name & Title Signature Date

Ramsey County Attorney's Office

Name & Title Signature Date