



Minnesota Department of Public Safety (“State”) Commissioner of Public Safety Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139	Grant Program: Sex Trafficking Investigations and Training 2017 Grant Agreement No.: A-STIT-2017-SPPD-00013
Grantee: City of St Paul Police Department 367 Grove Street St Paul, Minnesota 55101-2416	Grant Agreement Term: Effective Date: 1/1/2017 Expiration Date: 12/31/2017
Grantee’s Authorized Representative: Todd Axtell, Chief of Police City of St. Paul Police Department 367 Grove Street St Paul, Minnesota 55106-2416 (651) 266-5503	Grant Agreement Amount: Original Agreement \$90,720.00 Matching Requirement \$0.00
State’s Authorized Representative: Claire Cambridge, Grants Specialist Intermediate Office of Justice Programs 445 Minnesota Street Suite 2300 St Paul, Minnesota 55101 (651) 201-7307	Federal Funding: CFDA None State Funding: Minnesota Laws of 2015, Chapter 65, Article 1, Section 11, Subdivision 6 Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant agreement.

Term: Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, subd. 7, whichever is later. Once this grant agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a State employee will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved Sex Trafficking Investigations and Training 2017 Application (“Application”) which is incorporated by reference into this grant agreement and on file with the State at 445 Minnesota Street, Suite 2300, St. Paul, Minnesota 55101-2139. The Grantee shall also comply with all requirements referenced in the Sex Trafficking Investigations and Training 2017 Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<http://app.dps.mn.gov/Egrants>), which are incorporated by reference into this grant agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.



Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signed: _____

Date: _____

Grant Agreement No. A-STIT-2017-SPPD-00013/ 3- 44897

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: Assistant Chief of Police

Date: _____

By: _____

Title: Assistant City Attorney

Date: _____

By: _____

Title: Director of the Office of Financial Services

Date: _____

By: _____

Title: Mayor

Date: _____

By: _____

Title: Director of Human Rights and Equal Employment Opportunity

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

Budget Summary

Sex Trafficking Investigations: Vick Task Force			
Budget Category	Award		
Personnel			
Management Assistant	\$65,000.00		
Total	\$65,000.00		
Payroll Taxes and Fringe			
Fringe: Health and Other	\$25,720.00		
Total	\$25,720.00		
Total	\$90,720.00		

The Grantee (which refers to the applicant's status after it has been awarded grant funds) shall comply with all applicable federal, state and local laws, ordinances, rules and regulations and provisions stated herein in the performance of the grant award.

1. Survival of Terms

The following clauses survive the expiration or cancellation of the award: 9. Liability; 10. Audits; 11. Government Data Practices; 13. Publicity and Endorsement; 14. Governing Law, Jurisdiction and Venue; and 16. Data Disclosure.

2. Financial and Administrative Provisions

The Grantee will comply with all program guidelines specified in the Grant Program Guidelines (Guidelines) and application which are incorporated herein by reference.

Budget Revisions: The Grantee will submit a written change request for any substitution of budget items or any deviation in accordance with the Guidelines included in this application. Grantees whose requests have been approved will be notified in writing by the State's Authorized Representative to the Grantee's Authorized Representative. Requests must be approved prior to any expenditure by the Grantee.

3. Payment Terms

Payment: The State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services in accordance with the Guidelines included in this application. Expenditures for each state fiscal year (July through June) of the grant agreement must be for services satisfactorily performed within applicable state fiscal years.

Under Minn. Stat. § 16B.98 subd. 1, the Grantee agrees to minimize administrative costs.

4. Time

The Grantee must comply with all the time requirements described in the application and grant agreement. In the performance of the award, time is of the essence.

5. Consideration and Payment

The State will pay for all services performed by the Grantee under the grant agreement as a reimbursement according to the breakdown of costs contained in the Guidelines and Grantee's application that will be incorporated into the grant agreement.

Under Minn. Stat. § 16B.98, subd. 7, payments to the Grantee may not be issued until the grant agreement is fully executed.

6. Conditions of Payment

All services provided by the Grantee under the grant agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative so named in the grant agreement and in accordance with all applicable federal, state, and local laws, ordinances, rules and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state or local law.

7. Authorized Representative

The State's Authorized Representative or his/her successor, is so named in the grant agreement and has the responsibility to monitor the Grantee's performance and has the

authority to accept the services provided under the grant agreement opportunity. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is so named in the grant agreement. If the Grantee's Authorized Representative changes at any time during the grant agreement, the Grantee must immediately notify the State.

8. Assignment, Amendments, Waiver, and Grant Agreement Complete

The Grantee may neither assign nor transfer any rights or obligations under the grant agreement without the prior consent of the State and a fully executed Amendment, executed and approved by the same parties who executed and approved the grant agreement, or their successors in office.

Any amendment to the grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.

If the State fails to enforce any provision of the grant agreement, that failure does not waive the provision or its right to enforce it.

The grant agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding the grant agreement, whether written or oral, may be used to bind either party.

9. Liability

Grantee must indemnify, save and hold the State, its agents, and employees harmless from any claims or causes of action, including all attorneys' fees incurred by the State arising from the performance of the grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under the grant agreement and subsequent grant agreements. The liability for Grantees that are municipalities is governed by Minn. Stat. § 466 and any other applicable law, rule or regulation.

10. Audits

Under Minn. Stat. § 16B.98, subd. 8, the books, records, documents, and accounting procedures and practices of the Grantee or other party that are relevant to the grant agreement or transaction are subject to examination by the State, and/or the State Auditor or Legislative Auditor as appropriate, for a minimum of six years from the grant agreement end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. Federal audits shall be governed by requirements of federal regulations.

If applicable, if the Grantee (known as the "subrecipient" in the Code of Federal Regulations) receives federal assistance from the State of Minnesota, it will comply with the Single Audit Act Amendments of 1996 and the Office of Management and Budget's Uniform Guidance: Cost Principles, Audit, & Administrative Requirements for Federal Awards, Subpart F (2 CFR 200) ; and, required audit reports must be filed with the State Auditor's Office, Single Audit Division, and with federal and state agencies providing federal assistance, and the Department of Public Safety within nine months of the Grantee's fiscal year end.

11. Government Data Practices

The Grantee and the State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as it applies to all data provided by the State under the grant agreement, and as it applies to all data created, collected, received, stored, used, maintained or disseminated by the Grantee under the grant agreement. The civil remedies of Minnesota Statutes, section 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released.

12. Workers' Compensation

Grantee certifies that it is in compliance with Minnesota Statutes, § 176.181, subdivision 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

13. Publicity and Endorsement

Any publicity regarding the subject matter of the grant agreement must be in accordance with the Guidelines included in this application. The Grantee must not claim that the State endorses its products or services.

14. Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs the grant agreement. Venue for all legal proceedings out of the grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15. Termination

Termination by the State. The State may cancel the grant agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

Termination by the Grantee. The Grantee may request termination upon 30 day's notice to the State's Authorized Representative. Upon termination, the Grantee is entitled to payment for services actually performed and agrees to return any unused funds to the State.

Termination for Insufficient Funding. The State may immediately terminate the grant agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services under the grant agreement. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State receiving that notice.

Termination for Failure to Comply. The State may cancel the grant agreement immediately if the State finds that there has been a failure to comply with the provisions of the grant award, that reasonable progress has not been made or that the purpose for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

16. Data Disclosure

Under Minnesota Statutes, § 270C.65, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any, or pay other state liabilities.

17. Other Provisions be it understood:

- a. By filing of this application, the applicant has therefore obtained the necessary legal authority to apply for and receive the proposed grant;
- b. The filing of this application has been authorized by applicant's governing body, and the official who has applied his/her electronic signature to this application has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the representative of the applicant in connection with this application;
- c. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of applicant;
- d. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;

Office of Justice Programs (OJP)
Sex Trafficking Investigation and Training Grants 2017
Grant Program Guidelines

The Office of Justice Programs will require each grantee to abide by the following requirements in addition to those contained in the general grantee Terms and Conditions:

Financial Requirements:

- 1) The grantee shall report at least quarterly on all expenditures pertaining to this grant contract in the OJP online grants management system, e-grants, no later than 30 days after the end of the quarter.
- 2) The grantee shall submit a written budget revision request via e-grants before any expenditure may be made based on the revised budget. Submission of a budget revision is necessary if a) a line item will deviate by \$200 or 10%, whichever is higher, from the approved budget, or b) a new line item that was not part of the approved budget will be created.
- 3) The grantee shall submit source documentation on grant expenditures in a timely manner, as requested by OJP staff for a desk review audit.
- 4) The grantee's eligible expenditures under this grant contract must be incurred by the grantee by the expiration date of the grant agreement.
- 5) The grantee shall have until 30 days after the expiration date of the grant agreement to liquidate all unpaid obligations related to the program which were incurred on or before the last day of the grant period and to submit a final report of all funds received and disbursed. If a report is not submitted within this time period, expenses claimed on the report may be disallowed and OJP may request a refund of those funds from the grantee if the funding was advanced to the grantee.
- 6) The grantee shall retain all financial records for a minimum of six (6) years after the date of submission of the final financial status report, or until completion of an audit which has commenced before the expiration of this six-year period, or until any audit findings and/or recommendations from prior audit(s) have been resolved between the grantee and OJP, whichever is later.
- 7) The grantee shall comply with all provisions of the Minnesota OJP Grant Manual.

Reporting Requirements:

- 1) Progress Reporting: The grantee shall report quarterly in e-grants a narrative of the progress achieved towards the accomplishment of the goals and objectives in the project work plan within 20 days after the end of each reporting period.
- 2) Requirement Changes: OJP may add, modify or change all reporting forms at their discretion during the grant period.

Other Provisions:

- 1) Evaluation: OJP shall have the authority, during the course of this grant period, to conduct an evaluation of the performance of the grant program.
- 2) Additional Requirements: The grantee shall attend meetings and training as OJP shall reasonably request.
- 3) Administrative Requirements: OJP reserves the right to include in the grant, at any time during the term of the grant, special administrative requirements deemed necessary to assure the grantee's successful implementation of the program. OJP will notify the Grantee in writing of any special administrative requirements.

Sex Trafficking Investigations and Training 2017

Organization: St Paul Police Department

A-STIT-2017-SPPD-00013

Project Information Form

1. FISCAL AGENT (This is the agency named in the grant contract that will be responsible for the administration of the grant.)

Legal Name: City of Saint Paul Police Department
Address: 367 Grove Street
City: Saint Paul
Federal ID #: 41-600521

Phone: 651-299-1111
Fax: 651-266-5906
Zip Code: 55101
State ID #: 008025095

2. AUTHORIZED REPRESENTATIVE (This is the person whose name should appear in the grant contract and who will be responsible for ensuring that the terms and conditions of the contract are met. This person does not have the signature authority, but must be an employee of the fiscal agent cited in #1.)

Name & Title: Todd Axtell, Chief of Police
Address: 367 Grove Street
City: Saint Paul
Email: todd.d.axtell@ci.stpaul.mn.us

Phone: 651-266-5503
Fax: 651-266-5906
Zip Code: 55101

3. OPERATING AGENCY (IF DIFFERENT FROM #1) (In most cases, this is the primary service provider.)

Legal Name:
Address: 367 Grove Street
City: Saint Paul

Phone:
Fax: 651-266-5906
Zip Code: 55101

4. PROGRAM MAIN CONTACT (This is the person that OJP can contact for any programmatic questions.)

Name & Title: Carol Gronfor, Grant Specialist
Address: 367 Grove Street
City: Saint Paul
Email: carol.gronfor@ci.stpaul.mn.us

Phone: 651-266-5544
Fax: 651-266-5906
Zip Code: 55101

5. FINANCIAL CONTACT (This is the person that OJP can contact for any financial questions.)

Name & Title: Renee Manning
Address: 367 Grove Street
City: Saint Paul
Email: renee.manning@ci.stpaul.mn.us

Phone: (651) 266-5859
Fax: 651-266-5906
Zip Code: 55101

6. CONTRACT MAILING CONTACT: (Which individual above should receive the contract packet in the mail and be responsible for obtaining the correct signatures on the contract and completing the necessary forms?)

Name: Carol Gronfor

7. PROJECT INFORMATION

Project Name: Gerald D. Vick Human Trafficking Task Force (VTF)

Project Start Date: 1/1/2017

Project End Date: 12/31/2017

Total Funds Requested: \$218,203

Legislative District: 004

County/Countries Served by the Project: Ramsey County
and Twin Cities metro

Is this a new project?

Project Abstract:

SPPD requests \$218,203 for the VTF. SPPD is the founding agency, and co-leader of the VTF; operating as a cross

Sex Trafficking Investigations and Training 2017

Organization: St Paul Police Department

A-STIT-2017-SPPD-00013

Project Information Form

jurisdictional investigative team addressing human trafficking in the Twin Cities.

Budget Summary

Sex Trafficking Investigations: Vick Task Force				
Budget Category		Award		
Personnel				
Management Assistant		\$65,000.00		
Total		\$65,000.00		
Payroll Taxes and Fringe				
Fringe: Health and Other		\$25,720.00		
Total		\$25,720.00		
Total		\$90,720.00		

Budget : Management Assistant

Select the appropriate Program Component for this budget item:

Sex Trafficking Investigations: Vick Task Force

Select the appropriate Budget Category for this budget item:
Personnel

Provide a short description for this budget item (should be unique to this budget):

Management Assistant

Provide a more detailed description for this budget item:

Management Assistant to provide crime analytics and administrative support for the VTF
\$65,000 x 1 FTE annually = \$65,000

Enter the dollar amounts associated with the budget item:

Award
\$65,000.00

Match

Budget : Fringe: Health and Other

Select the appropriate Program Component for this budget item:

Sex Trafficking Investigations: Vick Task Force

Select the appropriate Budget Category for this budget item:

Payroll Taxes and Fringe

Provide a short description for this budget item (should be unique to this budget):

Fringe: Health and Other

Provide a more detailed description for this budget item:

Health Insurance calculated at \$12,720 x 1 FTE = \$12,720

Fringe calculated at 20% x base salary of \$65,000 = \$13,000

Total Fringe = \$25,720

Fringe Includes:

FICA @ 6.2%

Medicare @ 1.45%

PERA @ 7.5%

Indirect @ ~~5.05%~~ 4.85%

Enter the dollar amounts associated with the budget item:

Award

\$25,720.00

Match

MINNESOTA DEPARTMENT OF PUBLIC SAFETY

Application: A-STIT-2017-SPPD-00013

Budget Item Program Component: Sex Trafficking Investigations: Vick Task Force

Budget Category: Payroll Taxes and Fringe

Budget Description: Fringe: Health and Other

Health Insurance calculated at \$12,720 x 1 FTE= \$12,720 Fringe calculated at 20% x base salary of \$65,000 = \$13,000 Total Fringe = \$25,720 Fringe includes: FICA @ 6.2% Medicare @ 1.45% PERA @ 7.5% Indirect @ 5.05%

Budget Item Program Component Total:

Budget Category: Personnel

Budget Description: Management Assistant

Management Assistant to provide crime analytics and administrative support for the VTF \$65,000 x 1 FTE annually = \$65,000

Budget Item Program Component Total:

Total:

Award	\$25,720.00	Match	
Budget Item Program Component Total:	4,85	\$ 25,720.00	\$ 0.00

Award	\$65,000.00	Match	
Budget Item Program Component Total:	\$ 65,000.00	\$ 0.00	

Total:	\$ 90,720.00	\$ 0.00	
---------------	--------------	---------	--

1. Organizational Capacity

The Saint Paul Police Department (SPPD) operates as a division of the City of Saint Paul. Saint Paul is a business and cultural hub for the east metro attracting hundreds of thousands of commuters daily and millions of visitors annually. SPPD is the second largest police department in Minnesota, employing 615 sworn officers, and has an annual operating budget of \$85 million. SPPD has both the size and scope of sworn officers to hire dedicated investigative staff and is the only law enforcement agency in Minnesota with a human trafficking unit. Of note, two SPPD investigators are Homeland Security Investigations officers and perform investigations on behalf of HSI.

The SPPD established the Gerald D Vick Task Force (VTF) in 2005. The VTF has been highly successful, and over the last ten years has investigated hundreds of cases to bring to justice violent and predatory traffickers:

- *Investigations:* Since January of 2013, the VTF has investigated over 750 leads: (2013) 381, (2014) 228, and (2015) 158 investigations. This has resulted in 351 arrests.
- *Prosecutions:* Since January of 2013, the VTF charged 34 human trafficking cases. These cases have resulted in 3,357 collective months (296 years) in jail for defendants. (2013) 8 cases, 1 dismissed. (2014) 8 cases (2015) 14, 5 pending decisions (2016) 15 cases, 13 pending decisions.

Multi-jurisdictional partners: SPPD established the VTF in 2005 which began with a focus on combating human trafficking through investigation and prosecutions in Ramsey County. The Ramsey County Attorney's Office (RCAO) is an original member, and over the last ten years, the VTF membership has included over 40 agencies that participated in monthly meetings or joined during specific investigations. The VTF was recently restructured to include a core team representative of investigative, prosecutorial and victim services. National or State partners help address de-confliction during multi-jurisdictional investigations. Local prosecutors and police bring critical leadership, addressing the issue that 64% of the state's population lives in the Twin Cities.

Core team members currently include (MOU attached):

	Investigative	Prosecutorial	Victim Services
Regional or National	Federal Bureau of Investigation (FBI), Homeland Security (HSI)	United States Attorney's Office (USAO)	Safe Harbor, Minnesota Department of Health (MDH)
Local	Saint Paul Police Department (SPPD)	Ramsey County Attorney (RCAO)	Women's Advocates (WA)

The following agencies will incorporate into the core team leadership over the next year:

Local	Bureau of Criminal Apprehension (BCA) Minneapolis Police (MPD)	Washington County Attorney's Office (WCAO)	Tubman (Safe Harbor regional navigator in Twin Cities)
-------	---	--	--

2. Needs Statement

There is a critical need for a Twin Cities based investigative task force. The vast majority of trafficking victims in Minnesota are exploited through forced prostitution, with activity primarily taking place within the metro area. The Twin Cities is home to 3.5 million residentsⁱ and notably represents 64% of the Minnesota's entire state population. The FBI identified the area as one of 13 cities in the U.S. with a high concentration of enterprises promoting juvenile commercial sexual exploitation.ⁱⁱ This data is further supported by Polaris, who data mapped 5,200 human trafficking hot line calls, with the Twin Cities noted as one of the ten highest activity areas in the nation.ⁱⁱⁱ

While SPPD has invested significant resources for over the last ten years attempting to tackle the problem, the agency recognizes dedicated investigative resources alone are no longer enough. The need to partner with other law enforcement agencies has intensified in recent years, with sex trafficking activity moving to online networks and perpetrators intentionally moving around to avoid detection. The VTF's core investigative strategies must be shifted to break down the jurisdictional silos to thwart the efforts of the trafficker. The VTF will be restructured to create stronger connections and communications between prosecutors, victim services and other agencies.

3. Project Description

SPPD requests \$218,203 in support of the VTF, a Twin Cities based investigative task force addressing human trafficking. The VTF conducted a needs analysis in 2015 and identified a lack of dedicated support for coordination and data intelligence gathering, which was hindering expansion and communication between partners. Through this grant, the VTF proposes to hire a Management Assistant dedicated to supporting cross jurisdictional investigations through crime analytics and administration. The position supports the restructure of the VTF, allowing SPPD to formalize an existing network of law enforcement by defining task force protocols, and developing a process for information sharing. The restructuring will also bolster the role of service providers, connecting current monthly service meeting to the larger membership, ensuring a victim centered approach to investigations.

Project Goals: SPPD will advance the goal to support multi-jurisdictional investigations of sex trafficking cases. The attached detailed work plan further defines activities for the VTF. A summary of the project objectives follows:

Objective 1: Employ a Victim Centered Collaborative Approach

- Membership will be expanded to include monthly meetings with Victim Services Providers, resulting in 35 high-risk victims identified annually.
- Police Officers immediately connect victims to social services, resulting in 35 referrals annually.
- A Core Team meeting will include leadership from Safe Harbor to establish regional goals for the VTF and define Victim protocols that will decrease trauma caused by interviewing, and result in investigative techniques that lessen the victim's role at trial reducing re-victimization.

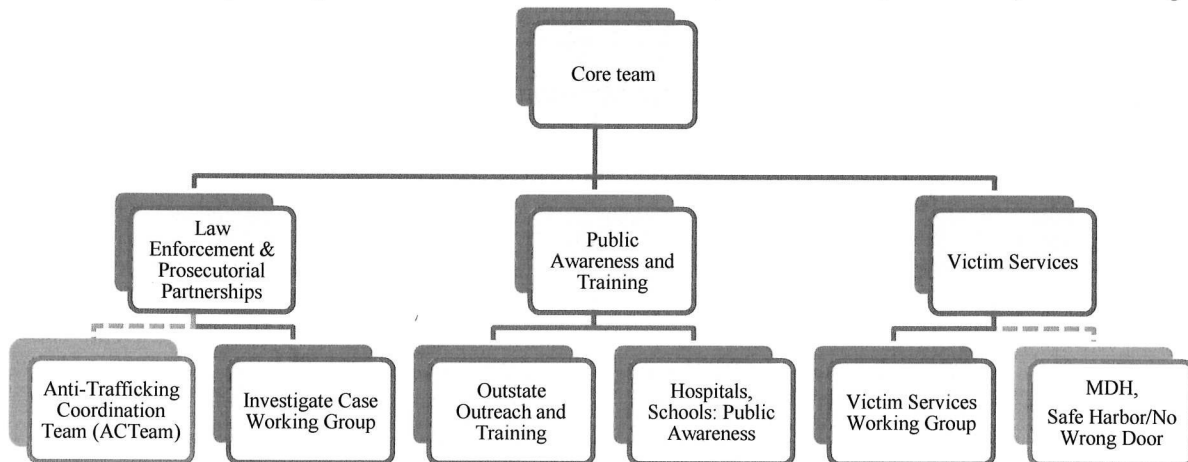
Objective 2: Utilizing a Coordinated Investigative Team Approach

- SPPD will strengthen coordination of a Twin Cities cross jurisdictional Investigative and Prosecutorial Task Groups (I&P), and coordinate investigative case specific meetings resulting in 40 sex trafficking investigations initiated, 40 arrests made, and 20 human trafficking cases prosecuted annually.
- Through partnerships with the BC, and MOU partners, SPPD will participate in planning efforts to define how our Twin Cities task force will contribute to a statewide coordinated approach to investigations.

Objective 3: Using Data to Find Out Where and How Traffickers operate:

- Develop a process for prioritizing and managing leads generation, resulting in follow up on 100 leads.
- Support cross sharing of case information, evidence gathering and case building for 40 investigations.

How will multi-jurisdictional agencies work together? The VTF will be restructured to include a core team (defined above) of voting members responsible for setting protocols and goals for the task force. The VTF will have three formal subcommittees, ensuring investigative strategies link to rescuing and pursuing justice for victims. Minnesota has an extensive history of synchronizing rapid and immediate responses to individual cases – crossing jurisdictional boundaries and including multisector partnerships, child protective services, medical and mental health triage, and prosecutors. The VTF will build on these existing networks. Minnesota was recently selected to implement an ACTeam led by the USAO. Members of their team will sit in VTF core team meetings, and VTF's investigative working group. Additionally, Lauren Ryan, the director of the Minnesota Safe Harbor Network, will sit our Core team to help link regional work to their statewide efforts, and to define process for youth below age 18.



Law Enforcement & Prosecutorial Partnerships: This is a closed invite only committee. The focus is addressing de-confliction and information sharing to aid both investigations and prosecutions, allowing consensus for decisions on jurisdiction and joint prosecutorial strategy (federal or local courts). The Management Assistant provides crime data analyses, and gathering human trafficking intelligence. Additional activities include:

- Development of VTF Policies and Procedures for review by core team.
- Using data/trend analysis to identify gaps in statewide investigative responses.
- Working groups meet to plan a coordinated response to case specific investigations and prosecutions for cases involving minors, and sex and labor trafficking cases being tried in local courts. Staff from child protective services, schools, culturally specific providers will attend for portion of meetings.
- ACTeam is led by USAO, and meets to discuss cases being pursued in federal courts.

Expansion Request: This grant will allow SPPD to strengthen investigations, expand membership, define task force protocols, and develop a process for formalized information sharing. Some funds have been allocated to evaluation, covert equipment, and for WA for their time in planning Victim response. Further, the VTF will host an annual conference.

As defined above, a key component of advancing the VTF and cross jurisdictional investigations is the hiring of a full-time Management Assistant. This staff will work for SPPD and split time between two primary tasks:

1. (75%) intelligence gathering and data systems management for investigative teams to include:
 - Develop an intake process for VTF leads that assigns investigators, identifying priorities. Lead reports include Ramsey County Youth Engagement Program, National Center for Missing and Exploited Children, SPPD's missing person and juvenile reports, WCAO, and Midwest Children's Resource Center (MCRC).
 - Contribute to Guardian Angel details through by setting up online ads, and managing response.
 - Analyze call logs for trends and hot spots of activities to prioritize resources to exploitation of juveniles.
 - Support ongoing VTF cross jurisdiction investigations through compiling of case specific evidence (phone and bank records, reviewing hotel video tape, extracting information from other police reports)
2. (25%) administrative support to include:
 - Support VTF in defining Victim protocols through meeting coordination and distribution to membership.
 - Support the VTF membership in defining multi-disciplinary approach to human trafficking investigations by maintaining and distributing records of MOUs, operational procedures, defined roles and responsibilities.
 - Scheduling/coordination of technical assistance and training on behalf of law enforcement experts.
 - Plan and manage the Human Trafficking annual conference.
 - Defining evaluation and activity tracking process for members.

Victim Centered Approach: The VTF was redesigned to strengthen information sharing between victim service providers, law enforcement and prosecution. This includes inviting leadership from Safe Harbor to join the core team. Further, the VTF will formalize an existing monthly meeting with Victims Services providers to inform policy decisions. Investigative and prosecutorial working groups were restructured; splitting the agenda to allocate time for service providers to debrief on cases with investigators, discuss trends, and share information to advance cases. When feasible, the VTF has trained service providers to conduct interviews and regularly refer child victims to the Midwest Children's Resource Center as a strategy to reduce trauma.

4. Evaluation

To strengthen the VTF administration and communications, the SPPD will hire an independent evaluation firm to develop an outcome based performance evaluation. This will include the development of activity tracking tools and handbook to be housed on a CJIS compliant SharePoint database for use by all members. The tools will be aligned to both MPS and the U.S. Department of Justice reporting forms^v tracking multiple activities: task force coordination and policy development, investigations, prosecutions, and service referrals. The VTF will bid the project, but has identified an early candidate for evaluation as the firm Goff Pejsa and Associates for their experience leading complex task force evaluation efforts involving sexual violence (law enforcement, prosecution, and social services).^v

Saint Paul Police Department: Gerald D. Vick Task Force (VTF)
Minnesota Department of Public Safety: Sex Trafficking Investigations and Training

ⁱ United States Census Bureau. Quick Facts, Minneapolis-St.Paul-Bloomington, MN Metropolitan Statistical Area, 2015.

ⁱⁱ Minneapolis Division F.B.I., F.B.I. Priorities, http://minneapolis.fbi.gov/priorities.htm#violent_crime.

ⁱⁱⁱ Chronicle of Philanthropy; Unraveling Webs of Wickedness; Nicole Wallace, April 4, 2016

^{iv} <http://muskie.usm.maine.edu/vawamei/attachments/forms/STOPSubgranteeFormGMSSample2016-2.pdf>

^v <https://drive.google.com/file/d/0B95A-EzUojdvVkJZIVS1LeVI2dzQ/view>

**MINNESOTA DEPARTMENT OF PUBLIC SAFETY
OFFICE OF JUSTICE PROGRAMS**

PROJECT WORK PLAN

APPLICANT AGENCY: Saint Paul Police Department (SPPD)			
GOAL: Multi-jurisdictional agencies investigate sex trafficking cases			
Outcome Number: 2	Outcome: Utilizing a Coordinated Investigative Team approach		
Activities resulting in outcome listed above	Number of Participants Frequency of Activity	Time Frame	Person Responsible
<p>1. <i>Investigative Case specific meetings:</i></p> <ul style="list-style-type: none"> - Intelligence Analyst will support working groups defined by specific cases through evidence gathering and analysis. <p>2. <i>Guardian Angel details</i></p> <ul style="list-style-type: none"> - Supports undercover operations to identify underage sex trafficking victims and perpetrators by assisting with online ad postings and additional coordination. <p>4. <i>Intelligence analysts will support the implementation of investigative techniques that lessen the victims role at trial reducing re-victimization:</i></p> <ul style="list-style-type: none"> - Contributing to research that helps identify historical victims - Collect digital evidence that does not require victim collaboration ex. phone, bank records 	<p>Case specific work groups, estimated between 12-36 annually</p> <p>Average of 2 guardian angel details a month (24 annually)</p>	<p>Ongoing meetings defined by case specific needs</p>	<p>SPPD intelligence analyst Contributes to the work of investigative teams working on human trafficking cases.</p> <p>Teams will vary in attendance based on cases and will include representatives from SPPD, USAO, RCO, MPD, WCAO, HSI and other local law enforcement partners.</p>
Outcome Measurement: How do you measure this outcome? What is its operational definition?	Data Source	When collected?*	Person Responsible
<p>40 proactive sex trafficking investigations initiated 40 arrests annually of human trafficking related incidents 20 human sex trafficking cases prosecutions annually and individuals charged with trafficking of girls and young adults</p>	<p>Attendance logs</p> <p>Signed MOUs on file</p>	<p>Quarterly</p>	<p>SPPD Commander</p>
Issues associated with this outcome or its measurement : Collaborative investigations address issues of De-confliction.			

**MINNESOTA DEPARTMENT OF PUBLIC SAFETY
OFFICE OF JUSTICE PROGRAMS**

PROJECT WORK PLAN

APPLICANT AGENCY: Saint Paul Police Department (SPPD)			
GOAL: Multi-jurisdictional agencies investigate sex trafficking cases			
Outcome Number: 3	Outcome: Using Data to find out where and how traffickers operate		
Activities resulting in outcome listed above	Number of Participants Frequency of Activity	Time Frame	Person Responsible
<p><i>Create an intake system for SPPD leads processing:</i></p> <ul style="list-style-type: none"> - A system will be defined for in-taking and assigning leads to investigators, identifying priorities, and marking for completion. - Lead intakes will be processed from Ramsey County YEP, National Center for Missing and Exploited Children, SPPD's missing person and juvenile reports, Washington County Attorney's Office, and Midwest Children's Resource Center <p><i>Develop a plan for cross sharing and analyzing of data</i></p> <ul style="list-style-type: none"> - Monthly lead trend analysis reports will be compiled for investigators - Intelligence analyst will manage data sharing across investigative teams on behalf of SPPD. <p><i>Digital Intelligence gathering:</i></p> <ul style="list-style-type: none"> - Monitoring and combing online social media and data bases. Ex. Backpage.com, Craig's List. - Compiling and analyzing data from call logs for trends and hot spots of activities, to prioritizes resources to exploitation of juveniles. - Supporting of ongoing investigations through compiling of case specific supporting evidence (phone records, bank records, reviewing hotel video tape, extracting information from other police reports, etc.) 	<p>100 leads processed</p> <p>12 trend analysis reports to investigative work group annually</p> <p>Ongoing digital evidence gathering</p>	<p>Ongoing meetings defined by case specific needs</p>	<p>Intelligence Analyst</p> <p>The intelligence analyst efforts will support investigative teams that include representatives from SPPD , USAO, RCAO, MPD, WCAO, HSI and other local law enforcement partners.</p>
Outcome Measurement: How do you measure this outcome? What is its operational definition?	Data Source	When collected?*	Person Responsible
<p>100 leads/tips for sex trafficking cases identified annually 40 identified leads for Law Enforcement and Prosecutorial teams to explore annually</p>	<p>Case file logs</p>	<p>Quarterly</p>	<p>SPPD Management Assistant coordinated Evaluation consultant designed</p>
<p>Issues associated with this outcome or its measurement : Data analysis will allow the collaborative to collectively prioritize leads and cases to be pursued intensely Cross sharing of data and digital intelligence gathering will result in stronger investigations and prosecutions</p>			

**Gerald D. Vick Human Trafficking Task Force
Serving Minnesota**

Memorandum of Understanding

1. **PARTIES.** The Parties to this Memorandum of Understanding (MOU) are the Saint Paul Police Department (SPPD), the Federal Bureau of Investigation (FBI), the United States Attorney's Office (USAO), Women's Advocates, Inc. (WA), Homeland Security Investigations-Saint Paul (HSI-SP), the Ramsey County Attorney's Office (RCAO), and the Minnesota Department of Health, Safe Harbor (MDH). The SPPD is the lead Law Enforcement agency. Women's Advocates is the lead victim services provider. The Parties to this MOU will serve as the Core Team that will set policy and direct the activities of the Gerald D. Vick Human Trafficking Task Force (VTF) to serve the State of Minnesota.

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 VTF: SPPD, FBI, USAO, WA, HSI-SP, RCAO, and MDH. This MOU does not create legally enforceable rights and does not constitute an obligation or commitment of funds. The VTF is a collaboration of federal, state, and local law enforcement agencies and victim services providers dedicated to enhancing law enforcement and victim services provider response to human trafficking by: (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 and community outreach, and enhancing public awareness.

3. **MISSION STATEMENT.** The VTF will identify and assist victims of all forms of human trafficking through proactive identification, investigation, and prosecution of perpetrators. Specifically, the mission of the VTF is to: (1) Provide human trafficking victims necessary services; (2) provide data collection for initiating and tracking investigations on a statewide basis; (3) provide investigative and training resources to properly advance human trafficking investigations and prosecutions; and (4) prosecute such cases in either federal or state court on a cooperative basis. Each Party agrees to support the overall mission of the VTF.

4. **RESPONSIBILITIES.**
 - a. To facilitate the purpose of this MOU, all Parties agree to take the following actions:
 - Work with VTF 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 VTF meetings and assist in the overall coordination of VTF activities with respect to training, community outreach, and public awareness.
 - Develop, coordinate, and facilitate training for VTF members and other key partners identified within the VTF region.

 - b. Additionally, the SPPD agrees to:
 - Identify consistent, experienced, and committed VTF leadership.

- Ensure that VTF membership is representative of all essential agencies, organizations, and individuals.
 - Identify and dedicate sufficient administrative support for the VTF.
 - Create and maintain VTF records.
 - Hold VTF meetings.
 - Develop and update VTF protocols that outline roles and responsibilities.
 - Hire and oversee an independent evaluator who will establish plans for routine collection of performance measurement data on behalf of the VTF.
 - Develop a process for sharing and analyzing performance measurement data with VTF members.
 - Coordinate the submission of quarterly reporting into a performance measurement tool (PMT), and develop semiannual narrative reporting.
 - Develop a plan for evaluating VTF performance and effectiveness and use findings to improve VTF performance.
 - Support the development of training and public awareness materials with a shared message.
 - Identify relevant stakeholders to receive training.
 - Provide collaborative workspace necessary and suitable for the organizational location of VTF personnel and tasks.
 - Conduct proactive investigations.
 - Develop clear protocols and procedures for addressing victims' rights and protections.
 - Implement victim-centered and trauma-informed techniques.
 - Participate in and conduct community outreach.
 - Leverage (not duplicate) existing resources.
 - Provide assistance to foreign national victims (minors and adults).
 - Provide assistance to U.S. citizens and lawful permanent residents (minors and adults).
- c. Additionally, the USAO agrees to:
- Provide the overall direction necessary to make anti-trafficking a priority for law enforcement.
 - Provide coordination and oversight over the VTF to help ensure human trafficking referrals and complaints are fully investigated by the appropriate investigative agency.
 - Provide Assistant U.S. Attorneys for 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 VTF.
 - Assist in providing training and support for law enforcement agencies and prosecutors involved in investigating and prosecuting human trafficking offenses.
 - Create partnerships with victim service providers.
- d. Additionally, WA agrees to:

- Assist in recruiting committed and experienced victim services providers for the VTF.
 - Serve as the liaison for victim services providers.
 - Serve as an advocate for victims and a liaison to involved law enforcement agencies, when needed and requested.
 - Contribute to designing, reviewing, and updating VTF victim services protocols 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 sharing about possible cases reported to VTF members.
 - Connect and coordinate victim services providers with other social services providers, particularly in large cases.
 - Provide and coordinate comprehensive services to victims of human trafficking.
 - Provide human trafficking victims with information about their rights and options to 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 agencies, social services providers, victim services providers, and other members of the VTF.
 - Contribute to developing and updating protocols and procedures for victim rights and protections.
 - Develop, update, implement, and provide education about victim-centered and trauma-informed practices and protocols.
 - Provide and coordinate information and education to the broader community about the Trafficking Victims Protection Act and the collaborative efforts of social services providers and law enforcement.
 - Partner with law enforcement agencies in joint trainings for victim service providers.
- e. Additionally, the FBI agrees to:
- Provide support for human trafficking investigations and coordinate with the appropriate Supervisory Special Agent.
 - Provide guidance and direction to VTF personnel as needed, including the grant-funded law enforcement liaison position.
 - Assign one agent to investigate human trafficking full time, coordinate investigations with the VTF as appropriate, and regularly attend VTF 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.
 - Serve as the lead Law Enforcement Agency and liaison for tribal lands in Minnesota working with the VTF on investigations.

- 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 VTF personnel as needed, including the grant-funded law enforcement liaison position.
 - Assign one agent to investigate human trafficking full time, coordinate investigations with the VTF as appropriate, and regularly attend VTF meetings.
 - Facilitate the law enforcement agency's certifications of trafficking victims in all cases investigated by HSI personnel. Nothing in this MOU should be construed as binding HSI-SP to execute form I-914, Supplement B, Enforcement Officer for Victims of Trafficking in Persons.
 - Provide human trafficking victims services or referrals via the HSI Victim Assistance Specialist in all cases being investigated by HSI.
- g. 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 VTF.
 - Assist in providing training and support for law enforcement agencies involved in investigating human trafficking.
 - Cooperate with the U.S. Attorney's Office and other county attorney's offices for the most effective prosecution of human trafficking cases.
- h. Additionally, MDH agrees to:
- Participate in the review of VTF performance data.
 - Assist in planning and development of training needs for victim services providers related to human trafficking crimes within the community.
 - Assist with connections to other victim services providers, particularly in Greater Minnesota and in large cases.
 - Continue to educate the community about the Safe Harbor Act and the collaborative efforts of services providers and law enforcement agencies.
- i. All VTF law enforcement agencies agree to designate command staff to the VTF Law Enforcement Committee. The VTF Law Enforcement Committee will:
- Meet monthly to plan and coordinate the VTF's law enforcement responses to human trafficking threats in the region.
 - Develop policies and protocols for VTF law enforcement agencies for investigation of multi-jurisdictional human trafficking cases and proactive investigations into sex trafficking, forced labor, and closely related crimes.
 - Identify training needs to include victim services providers and investigating agencies.
 - Designate one or more investigators or operational supervisors to the VTF Investigations and Prosecutions Committee. These individuals will:

1. Serve as 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 VTF.
 4. Share intelligence and information with VTF law enforcement agencies about 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 VTF.
 5. Facilitate the process of de-conflicting investigative targets and locations by using VTF-approved tools.
 6. Provide support to law enforcement agencies investigating sex trafficking, forced labor, and closely related crimes when requested by those agencies and as resources permit.
 7. Participate in VTF law enforcement training efforts; and
 8. Provide victims and witnesses with services or referrals to service providers, as appropriate and coordinated through the VTF in all VTF cases investigated by the agency.
5. **OTHER PROVISIONS.** Nothing in this MOU is intended to conflict with current law, regulations, or directives of the SPPD, FBI, USAO, WA, RAO, HSI-SP, MDH, or other cooperating agencies. If a term of this MOU is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this MOU 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 its respective personnel assigned to the VTF.
 - b. The assignment of an investigator as a point of contact to the VTF does not obligate the law enforcement agency to commit a minimum number of hours to VTF operations, investigations, or other activities.
 - c. Nothing in this MOU requires a 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 VTF 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 VTF 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.
6. **FINANCIAL PROVISION.** Each Party agrees that this is not a financial arrangement with the other Parties, 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. Women's Advocates receives funding through the Office for Victims of Crime, U.S. Department of Justice.

7. **MODIFICATION.** This MOU may be modified upon the mutual written consent of the Parties.
8. **TERM.** The terms of this MOU, as modified with the consent of the Parties, will begin October 1, 2016, and remain in effect until September 30, 2019. The MOU may be extended by mutual written agreement of the Parties.
9. **TERMINATION.** Any Party may terminate their commitment to this MOU upon 30 days written notice to the other Parties. Any Party's termination does not terminate the agreement for any other party.

Federal Bureau of Investigation

Richard T. Thornton / ANS
Richard T. Thornton
Special Agent in Charge

5/9/2016
Date

Homeland Security Investigations-St. Paul

Jae A. Khu
Jae A. Khu
Acting Special Agent in Charge

05/05/2016
Date

Minnesota Department of Health, Safe Harbor

Lauren Ryan
Lauren Ryan
Safe Harbor/ No Wrong Door Director

4-27-2016
Date

Ramsey County Attorney's Office

John J. Choi
John J. Choi
Ramsey County Attorney

5-10-16
Date

Saint Paul Police Department

Thomas Smith
Thomas Smith
Chief of Police

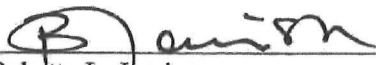
5/9/16
Date

United States Attorney's Office

Andrew M. Luger
Andrew M. Luger
United States Attorney

5/2/16
Date

Women's Advocates, Inc.



Babette L. Jamison
Executive Director

4/25/14
Date

Memorandum of Understanding

The parties agree to enter into this Memorandum of Understanding (MOU) for the purpose of applying for a Minnesota Department of Public Safety OJP Sex Trafficking and Training grant.

1. **PARTIES.** The parties to this Memorandum of Understanding are the Washington County Attorney's Office (WCAO), the Minneapolis Police Department (MPD), and the Saint Paul Police Department (SPPD).
2. **PURPOSE.** Sex trafficking investigations are most effective when they use best practices and current intelligence to focus and direct case strategies. Often, investigative personnel spend excess time vetting referrals and conducting extensive searches of both open- and closed-source data sets. Instead, investigators should emphasize actions that sworn peace officers are uniquely authorized to undertake, such as victim recovery and suspect arrests. Each analyst will work within their respective department to help law enforcement identify, associate, and locate individuals involved in commercial sexual exploitation. Agency analyst's will coordinate to act as liaisons to their respective agencies and share information between party agencies as appropriate to lead to the identification and recovery of victims and the arrest and prosecution of perpetrators. The MOU identifies the roles and responsibilities of the parties in relation to sex trafficking investigations and prosecutions, and outlines the guiding mission and values for the partnership. The MOU also recognizes data privacy requirements and sets out privacy and confidentiality expectations among the parties in compliance with applicable law.
3. **RESPONSIBILITIES.** Collectively, the agencies participating in this MOU are committed to these foundational principles:
 - Adherence to an interagency, collaborative model approach,
 - Adherence to a victim-oriented approach to sex trafficking investigation,
 - Adherence to context and severity of sex trafficking,
 - Recognition of sex trafficking as a patterned crime requiring continued engagement,
 - Recognition that a multi-county approach to battling sex trafficking is needed,
 - Providing swift and sure consequences to offenders through prosecution,
 - Opening pathways of help and accountability to victims of sex trafficking through our assigned regional navigator.

Roles and Responsibilities of MOU Partners

WCAO, Statewide Program Coordinator (Grant Requested Position):

- To work with the Gerald D. Vick Human Trafficking Taskforce, Washington County Human Trafficking Coalition, and any other similar investigative group on a streamlined, united approach to fighting sex trafficking,
- Work in partnership with MOU partners and other agencies to develop an approach to deconfliction for sex trafficking investigations with the intent to create a protocol statewide,
- Work in partnership with the VTF and other agencies to create a multi-disciplinary approach to identifying at-risk youth that are more likely to be sexually exploited. This information would be shared with the intent to create a unified response to proactively identify those children prior to victimization,
- Provide technical assistance to all law enforcement agencies statewide in regards to sex trafficking investigations,
- Work with all MOU criminal analysts in developing policy and protocol for information sharing among agencies,
- With the experience of law enforcement from MOU partnership, organize and schedule trainings involving sex trafficking investigations,
- Join VTF as core, executive member;
- Adhere to Minn. Stat. § 13.82 and Minn. Stat. § 595.02 (k) and (l) protecting victim privacy, and
- Adhere to agency privacy and confidentiality policies and procedures regulating release of data about victims.

MPD, Intelligence Analyst (Grant Requested Position):

- To meet with MOU partner analysts/management assistants monthly to develop best practices regarding information sharing, deconfliction , and methods of analysis for sex trafficking investigations,
- To collaborate with the Statewide Coordinator to develop best practices protocol to increase investigative capacity for Minnesota,
- Develop an intake process for leads that assigns investigators and identifies priorities. Lead sources include Ramsey County YEP, National Center for Missing and Exploited Children, SPPD, MPD, and agencies in the Washington County Human Trafficking Unit missing person and juvenile reports,
- Collaborate in all investigation related operational details by providing analytical technical assistance to law enforcement,
- To identify, collect, review, and evaluate data to assist the law enforcement and prosecution in the determination of appropriateness of legal action, development of legal issues and preparation of cases geared toward successful prosecution,
- To provide assistance to law enforcement through open source identification of any potential traffickers and victims,

- To compile and maintain open source information in relation to sex trafficking,
- To act as a liaison with other state, local and federal law enforcement agencies and prosecutors' offices,
- Adhere to Minn. Stat. § 13.82 and Minn. Stat. § 595.02 (k) and (l) protecting victim privacy, and
- Adhere to agency privacy and confidentiality policies and procedures regulating release of data about victims.

SPPD, Management Assistant (Grant Requested Position):

- To meet with MOU partner analysts/management assistants monthly to develop best practices regarding information sharing, deconfliction, and methods of analysis for sex trafficking investigations,
- To collaborate with the Statewide Coordinator and MOU partners to develop best practices protocol to increase investigative capacity for Minnesota,
- Develop an intake process for leads that assigns investigators and identifies priorities. Lead sources include Ramsey County YEP, National Center for Missing and Exploited Children, SPPD, MPD, and agencies in the Washington County Human Trafficking Unit missing person and juvenile reports,
- Collaborate in all investigation related operational details by providing analytical technical assistance to law enforcement,
- To identify, collect, review, and evaluate data to assist the law enforcement and prosecution in the determination of appropriateness of legal action, development of legal issues and preparation of cases geared toward successful prosecution,
- To provide assistance to law enforcement through open source identification of any potential traffickers and victims,
- Support VTF through meeting coordination and by maintaining and distributing records of MOUs, operational procedures, defined roles and responsibilities, and maintaining VTF attendance records, membership rosters, and meetings minutes,
- Scheduling/coordination of technical assistance and training by law enforcement experts,
- To compile and maintain open source information in relation to sex trafficking,
- To act as a liaison with other state, local and federal law enforcement agencies and prosecutors' offices,
- Adhere to Minn. Stat. § 13.82 and Minn. Stat. § 595.02 (k) and (l) protecting victim privacy, and
- Adhere to agency privacy and confidentiality policies and procedures regulating release of data about victims.

WCAO, Attorney (Current Position):

- To prosecute all sex trafficking cases that occur in Washington County,
- To work with the Washington County Human Trafficking Unit in leading victim-oriented, sex trafficking investigations,

- To work with WCAO victim/witness coordinator to ensure all victims of sex trafficking are provided services through our assigned Safe Harbor regional navigator,
- To advise and counsel law enforcement personnel on all sex trafficking investigations in Washington County,
- To create a “core team” of prosecutors across Minnesota to ensure those individuals responsible are charged/sentenced accordingly and to provide quarterly training involving sex trafficking prosecutions through our MOU partner county attorney offices,
- To act as a liaison with local, state and federal law enforcement agencies including all meetings where the attorney liaison would need to be present and requested,
- To continue attending a quarterly meeting with our Safe Harbor regional navigator assigned to work ensure law enforcement/prosecution needs are being met,
- Join VTF as executive core member,
- Adhere to Minn. Stat. § 13.82 and Minn. Stat. § 595.02 (k) and (l) protecting victim privacy, and
- Adhere to agency privacy and confidentiality policies and procedures regulating release of data about victims.

WCAO, Criminal Analyst (Current Position)

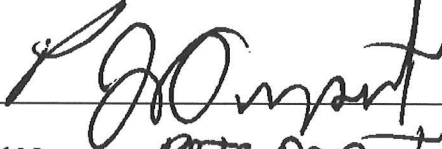
- To meet with MOU partner analysts/management assistants monthly to develop best practices regarding information sharing, deconfliction, and methods of analysis for sex trafficking investigations,
- To collaborate with the Statewide Coordinator to develop best practices protocol to increase investigative capacity for Minnesota,
- Develop an intake process for leads that assigns investigators and identifies priorities. Lead sources include Ramsey County YEP, National Center for Missing and Exploited Children, SPPD, MPD, and agencies in the Washington County Human Trafficking Unit missing person and juvenile reports,
- Collaborate in all investigation related operational details by providing analytical technical assistance to law enforcement,
- To identify, collect, review, and evaluate data to assist the law enforcement and prosecution in the determination of appropriateness of legal action, development of legal issues and preparation of cases geared toward successful prosecution,
- To provide assistance to law enforcement through open source identification of any potential traffickers and victims,
- To compile and maintain open source information in relation to sex trafficking,
- To act as a liaison with other state, local and federal law enforcement agencies and prosecutors’ offices,
- Adhere to Minn. Stat. § 13.82 and Minn. Stat. § 595.02 (k) and (l) protecting victim privacy, and
- Adhere to agency privacy and confidentiality policies and procedures regulating release of data about victims.

Privacy and Confidentiality of Data

Participating agencies recognize that exchanging information can have a significant impact on case outcomes. Exchanging data between agency partners promotes a coordinated response to sex trafficking. Therefore all parties agree to the following terms and conditions:


- Complaints, police reports, MNCIS printouts and other relevant data can be forwarded from the Washington County Attorney's Office to a respective police department:
 - All victim data will be redacted or otherwise protected consistent with Minn. Stat. § 13.82. The Washington County Human Trafficking Unit will receive victim contact data directly from the Washington County Attorney's Office.
- Any exchange of data to the WCAO will not be forwarded to external agencies unless required or authorized by law.
- The WCAO will coordinate court proceedings, reviewing hearings, probation services, etc. Each coordinating agency will provide and receive updates from each other for purpose of case management.
- As classified in Minnesota Statutes section 13.82, subdivision 7, all data collected or created in order to prepare a case for the commission of a criminal offense is confidential while the investigation is active and will not be exchanged unless authorized by law.
- Data that are exchanged may be subject to disclosure, as required by law.
- Participating members of the MOU who are governed by criminal rules, juvenile rules or civil rules of court procedure must inform each participating member when data is requested or may be disclosed and will take appropriate steps to protect privacy or confidentiality of the data consistent with those rules and applicable court opinions.

We the undersigned have read and agree with the Memorandum of Understanding. If any member or agency wishes to cancel this MOU they may do so in writing to the WCAO

X 
Printed Name: PETE ORPUT

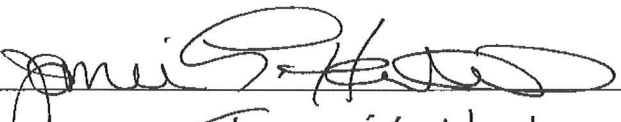
Washington County Attorney's Office

Date: 10/13/16

X 
Printed Name: Kathleen A. Woorinen

Saint Paul Police Department

Date: 10/13/2016

X 
Printed Name: Janee L. Harten

Minneapolis Police Department

Date: 10/12/16