

**RESOLUTION**  
**CITY OF SAINT PAUL, MINNESOTA**


Presented by \_\_\_\_\_

- 1 WHEREAS, the City of Saint Paul Police Department (SPPD) wishes to enter into the Minnesota  
2 Internet Crimes Against Children (ICAC) Task Force, Multi-Agency Law Enforcement Joint Powers  
3 Agreement with the State of Minnesota, acting through its Commissioner of Public Safety, Bureau of  
4 Criminal Apprehension (BCA); and  
5  
6 WHEREAS, in entering into this agreement the SPPD will join a multi-agency task force intended to  
7 investigate and prosecute crimes committed against children and the criminal exploitation of children that  
8 is committed and/or facilitated by or through the use of computers, and to disrupt and dismantle  
9 organizations engaging in such activity; and  
10  
11 THEREFORE BE IT RESOLVED, that the council approves entering into and authorizes Chief Thomas  
12 Smith to implement the attached agreement with the State of Minnesota.  
13

	Yeas	Nays	Absent
Bostrom			
Brendmoen			
Khaliq (Interim)			
Lantry			
Stark			
Thune			
Tolbert			

Requested by Department of: **POLICE**

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



Approved by the Office of Financial Services

By: \_\_\_\_\_

Approved by City Attorney

By: \_\_\_\_\_

Approved by Mayor for Submission to Council

By: \_\_\_\_\_

Adopted by Council: Date \_\_\_\_\_

Adoption Certified by Council Secretary

By: \_\_\_\_\_

Approved by Mayor: Date \_\_\_\_\_

By: \_\_\_\_\_

Minnesota Internet Crimes Against Children Task Force

**Multi-Agency Law Enforcement Joint Powers Agreement**

This Multi-Agency Law Enforcement Joint Powers Agreement, and amendments and supplements thereto, ("Agreement") is between the State of Minnesota, acting through its Commissioner of Public Safety, Bureau of Criminal Apprehension ("Grantee"), empowered to enter into this Agreement pursuant to Minn. Stat. § 471.59, Subd. 10 & 12, and City of St. Paul, acting through its St. Paul Police Department, located at 367 Grove Street, St. Paul, 55101. ("Undersigned Law Enforcement Agency"), empowered to enter into this Agreement pursuant to Minn. Stat. § 471.59, subd. 10,

**Whereas**, the above subscribed parties have joined together in a multi-agency task force intended to investigate and prosecute crimes committed against children and the criminal exploitation of children that is committed and/or facilitated by or through the use of computers, and to disrupt and dismantle organizations engaging in such activity; and

**Whereas**, the undersigned agencies agree to utilize applicable state and federal laws to prosecute criminal, civil, and forfeiture actions against identified violators, as appropriate; and

**Whereas**, the Grantee is the recipient of a federal grant (attached to this Agreement as Exhibit A) disbursed by the Office of Juvenile Justice and Delinquency Prevention ("OJJDP") in Washington, D.C. to assist law enforcement in investigating and combating the exploitation of children which occurs through the use of computers by providing funding for equipment, training, and expenses, including travel and overtime funding, which are incurred by law enforcement as a result of such investigations; and

**Whereas**, the OJJDP Internet Crimes Against Children ("ICAC") has established a Working Group of Directors representing each of the existing ICAC Task Forces to oversee the operation of the grant and sub-grant recipients; and the State of Minnesota, acting through its Commissioner of Public Safety, Bureau of Criminal Apprehension has designated Donald Cheung as the Commander of the Minnesota ICAC Task Force.

**Now Therefore**, the parties agree as follows:

1. The Undersigned Law Enforcement Agency approves, authorizes, and enters into this Agreement with the purpose of implementing a three-pronged approach to combat Internet Crimes Against Children: **prevention, education and enforcement**; and
2. The Undersigned Law Enforcement Agency shall adhere to the Minnesota ICAC Task Force Program Standards contained in Exhibit B attached to this Agreement, in addition to complying with applicable Minnesota state and federal laws in the performance of this

Agreement, including conducting undercover operations relative to ICAC, ; a list of Regional ICAC Task Force, Minnesota State Affiliate Agency and Training & Technical Assistance Program contact information is available at <http://www.ojjdp.gov/programs/progsummary.asp?pi=3#Resources> ; and

3. Exhibits A and B are incorporated into this Agreement and made a part thereof. In the event of a conflict between this Agreement and the Exhibits, the terms of the Exhibits prevail; and
4. The Undersigned Law Enforcement Agency and the Grantee agree that each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. The Grantee's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.736, and other applicable law. The Undersigned Law Enforcement Agency's liability shall be governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes, Section 466.01 - 466.15, and other applicable law; and
5. All members of the Undersigned Law Enforcement Agency shall continue to be employed and directly supervised by the same Law Enforcement Agency employer which currently employs the member performing Minnesota ICAC Task Force assignments; and all services, duties, acts or omissions performed by the member will be within the course and duty of that employment, and therefore, are covered by the Workers Compensation programs of that employer; will be paid by that employer and entitled to that employer's fringe benefits; and
6. The Undersigned Law Enforcement Agency must first submit a written request for funds and receive approval for the funds from the Grantee to receive any funds from the Grantee; and
7. The Undersigned Law Enforcement Agency must supply original receipts to be reimbursed on pre-approved requests. Approved reimbursement will be paid directly by the Grantee to the Undersigned Law Enforcement Agency within 30 days of the date of invoice, with payment made out to the City of St. Paul and mailed to the St. Paul Police Department, 367 Grove Street, St. Paul, MN, 55101.
8. The Undersigned Law Enforcement Agency shall maintain accurate records pertaining to prevention, education, and enforcement activities, to be collected and forwarded monthly to the Minnesota ICAC Task Force Commander or his designee for statistical reporting purposes; and
9. The Undersigned Law Enforcement Agency shall participate fully in any audits required by the OJJDP. In addition, under Minn. Stat. § 16C.05, subd. 5, the Undersigned law Enforcement Agency's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the Grantee and/or the Minnesota State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end date of this Agreement; and
10. The Undersigned Law Enforcement Agency shall make a reasonable good faith attempt to be represented at any scheduled regional meetings in order to share information and resources

amongst the multiple entities; and

11. The Undersigned Law Enforcement Agency shall be solely responsible for forwarding information relative to investigative targets to the Child Pornography Pointer System (CPPS) pursuant to the OJJDP guidelines; and
12. The Undersigned Law Enforcement Agency shall provide the Minnesota ICAC Task Force Commander in a timely manner all investigative equipment that was acquired through OJJDP grant funding; in the event that future federal funding is no longer available, the Undersigned Law Enforcement Agency decides to dissolve its binding relationship with the Minnesota ICAC Task Force and the State of Minnesota Department of Public Safety, or the Undersigned Law Enforcement Agency breaches the Agreement.
13. That the Grantee may reimburse, the Undersigned Law Enforcement Agency for the following duties:
  - A. Investigations by the Undersigned Law Enforcement Agency under this agreement should be conducted in accordance with the OJJDP ICAC Task Force Program Standards contained in Exhibit B, and concluded in a timely manner. The Undersigned Law Enforcement Agency will only be reimbursed by the Grantee for overtime hours inclusive of fringe benefits of actual hours and/or actual expenses incurred related to performing Minnesota ICAC Task Force assignments and/or training approved by the Minnesota ICAC Task Force Commander through the term of this agreement or until all Federal funds under the OJJDP grant have been expended, whichever comes first.
  - B. The Grantee has a TOTAL Expense Budget of \$347,101.00 that was approved under the OJJDP Internet Crimes Against Children ("ICAC") Grant for investigative hours and expense reimbursement. The Undersigned Law Enforcement Agency participating in the Minnesota ICAC Task Force investigations will be reimbursed by the Grantee for actual costs as defined in Clause 13, Section A., to the extent such actual costs have been reviewed and approved by the Minnesota ICAC Task Force Commander.
14. Any amendment to this 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 agreement, or their successors in office.
15. The Undersigned Law Enforcement Agency and the Grantee may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party.
16. **Terms of this agreement:**

This Agreement shall be effective on the date the Undersigned Law Enforcement Agency obtains all required signatures under Minn. Stat. § 16C.05, Subd. 2, and shall remain in effective through May 31, 2016 unless terminated or canceled. **Upon the effective date of this Agreement, the Undersigned Law Enforcement Agency will be entitled to reimbursements approved by the Grantee dating back to July 1, 2013 for overtime**

**salary including fringe benefits, equipment, training and expenses to the extent Grantee has available funds to pay such and they have been approved consistent with Clause13, Section B.** Nothing in this Agreement shall otherwise limit the jurisdiction, powers, and responsibilities normally possessed by an employee as a member of the Undersigned Law Enforcement Agency.

**1. Undersigned Law Enforcement Agency**

Undersigned Law Enforcement Agency certifies that the appropriate person(s) have executed the Agreement on behalf of the Undersigned Law Enforcement Agency and its jurisdictional government entity as required by applicable articles, laws, by-laws, resolutions, or ordinances.

\_\_\_\_\_  
By and Title Thomas E. Smith  
Chief of Police

\_\_\_\_\_  
Date

Undersigned Law Enforcement Agency

\_\_\_\_\_  
Title: City Attorney  
City of St. Paul

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title: Director of the Office of Financial Service  
City of St. Paul

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor or Board Chair  
City of St. Paul

\_\_\_\_\_  
Date

2. Department or Public Safety,  
Bureau of Criminal Apprehension

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
(With delegated authority)

\_\_\_\_\_  
Date

3. Commissioner of Administration

\_\_\_\_\_  
By and Title

\_\_\_\_\_  
Date

MN Department of Administration

(With delegated authority)



U.S. Department of Justice

Office of Justice Programs

*Office of Juvenile Justice and Delinquency Prevention*

---

Washington, D.C. 20531

May 31, 2013

Senior Special Agent Donald Cheung  
Internet Crimes Against Children Commander  
Minnesota Department of Public Safety  
Bureau of Criminal Apprehension  
1430 Maryland Avenue  
St. Paul, Minnesota 55106

SENT VIA EMAIL ONLY

RE: Invitation to Apply for Funding

Dear Senior Special Agent Cheung:

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) is inviting the Minnesota Department of Public Safety to submit an application for funding to support the Internet Crimes Against Children (ICAC) Task Force program. The proposed project period should be from July 1, 2013-June 30, 2014. The amount of federal support requested should not exceed \$347,101. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law. This letter is only an invitation to submit a proposal and is not an indication of project approval or an authorization to begin work on the project proposed:

This invitation does not require a match. However, if an application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

The application should include a description of goals and activities related to the proposed project, including:

- maintaining and expanding state and regional ICAC task forces to prevent, interdict, investigate, and prosecute Internet crimes against children and technology-facilitated child exploitation.
- improving task force effectiveness to prevent, interdict, investigate, and prosecute Internet crimes against children technology-facilitated child exploitation.

Applicants must further explain how they will address the following functions as stipulated in Section 104 of the PROTECT Act:

- working consistently toward achieving the purposes described in Section 103 of the PROTECT Act.

- engaging in proactive investigations, forensic examinations, and effective prosecutions of Internet crimes against children.
- providing forensic, preventive, and investigative assistance to parents, educators, prosecutors, law enforcement, and others concerned with Internet crimes against children.
- developing multijurisdictional, multiagency partnerships and responses to Internet crimes against children offenses through ongoing informational, administrative, and technological support to other state and local law enforcement agencies so that they can acquire the knowledge, personnel, and specialized equipment to investigate and prosecute such offenses.
- participating in nationally coordinated investigations that the Attorney General determines are necessary, as available resources permit.
- establishing, adopting, and complying with investigative and prosecution standards, consistent with established norms.
- investigating tips related to Internet crimes against children, as appropriate, including tips from Operation Fairplay, the National Internet Crimes Against Children Data System (to be established in accordance with Section 105 of the PROTECT Act), the National Center for Missing & Exploited Children's CyberTipline, other ICAC task forces, and other federal, state, and local agencies. Task forces should give priority to investigative leads that hold out the possibility of identifying or rescuing child victims or leads that point to a serious offense or danger to the community.
- developing procedures for handling seized evidence.
- maintaining reports and records, as the Attorney General requires.
- complying with national standards regarding the investigation and prosecution of Internet crimes against children, as the Attorney General sets them forth, to the extent they are consistent with the law of the state where the task force is located.

The application should include a project abstract, program narrative, budget detail worksheet and budget narrative, indirect cost rate (if applicable), tribal resolution (if applicable), additional attachments, and other standard forms, see page 6 of the attached guidance for detailed information on What an Application is Expected to Include.

The application should also address performance measures for the proposed project. The relevant performance measures are listed in the attached guidance. Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures.

Applicants must register in the Office of Justice Programs' (OJP's) electronic Grants Management System (GMS) prior to submitting an application for this invitation. The deadline to register in GMS is 8 p.m. eastern time on June 3, 2013, and the deadline to apply for funding under this invitation is 8 p.m. eastern time on June 21, 2013. See "How to Apply" in the attached guidance for complete instructions on registering and submitting an application through GMS, and details on the required application content and format.



I hope that this information is helpful in preparing your application for funding. If you have any questions or need further information, please contact Scott Pestridge, ICAC Program Manager at (202) 514-5655 or via email at [scott.pestridge@usdoj.gov](mailto:scott.pestridge@usdoj.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Slowikowski". The signature is fluid and cursive, with the first name "Jeff" being more prominent and the last name "Slowikowski" following in a similar style.

Jeff Slowikowski  
Associate Administrator  
Office of Juvenile Justice and Delinquency Prevention

Enclosure

LIMITED OFFICIAL USE ONLY  
LAW ENFORCEMENT SENSITIVE



# Internet Crimes Against Children Program

## **OPERATIONAL AND INVESTIGATIVE STANDARDS**

---

**LIMITED OFFICIAL USE ONLY  
LAW ENFORCEMENT SENSITIVE**

**Definitions**

As used herein, the following definitions shall apply:

“OJJDP” is the Office of Juvenile Justice and Delinquency Prevention.

“NCMEC” is the National Center for Missing and Exploited Children.

“CEOS” is the Child Exploitation and Obscenity Section of the Criminal Division of the Department of Justice.

“Commander” is the individual designated as the leader of the state or regional ICAC Task Force

“Supervisor” is any manager responsible for supervising personnel involved in ICAC related cases.

“ICAC” is the Internet Crimes Against Children program composed of Task Forces and Affiliates.

“TASK FORCE” is defined as an ICAC law enforcement agency designated by OJJDP to act as the State and/or Regional Task Force.

“AFFILIATE” is defined as a law enforcement agency that is working in partnership with a Task Force and has agreed in writing to adhere to ICAC Operational and Investigative Standards.

“PARTNER” is defined as an agency assisting a Task Force absent a written agreement.

“NATIONAL INITIATIVE” is defined as any investigative proposal that relies on the cooperation and resources of all Task Forces or mandates action by OJJDP.

“Unlawful images, contraband images, images depicting the sexual exploitation of minors” Any visual depiction of child sexual exploitation as defined by federal and/or state statute.

“CVIP” is the Child Victim Identification Program operated by the National Center for Missing & Exploited Children.

“CYBERTIPLINE” is a reporting mechanism for cases of online child sexual exploitation and enticement operated by the National Center for Missing & Exploited Children.

For the purposes of this program, *crime* is defined as any offense that involves the exploitation of children facilitated by technology.

**LIMITED OFFICIAL USE ONLY**  
**LAW ENFORCEMENT SENSITIVE**

*Investigative interest* is established when there is reasonable suspicion that a screen name or other potentially identifiable entity has committed a crime or that entity is engaged in a sequence of activities that is likely to result in the commission of a crime.

A *proactive investigation* is designed to identify, investigate and prosecute offenders that may or may not involve a specific target, and requires online interaction and a significant degree of pre-operative planning.

A *reactive investigation* involves the investigation of a complaint of a crime.

*Reasonable suspicion* is established when sufficient facts exist to lead a law enforcement officer to believe that an individual or organization is involved in a definable criminal activity.

**LIMITED OFFICIAL USE ONLY  
LAW ENFORCEMENT SENSITIVE**

**1. Oversight**

1.1 Each ICAC agency shall have supervisory systems and procedures that shall provide for observation, documentation, and periodic review of ICAC activity. Such system should comply with the principles of quality case management and ensure that ICAC activities comply with both agency and ICAC Operational and Investigative Standards (hereto forth, "the Standards").

1.2 Task Forces shall submit all proposed national initiatives to OJJDP prior to project initiation.

1.3 OJJDP may suggest amendments to the original proposal following consultation with the presenting Task Force and other federal, state, and local entities.

**LIMITED OFFICIAL USE ONLY**  
**LAW ENFORCEMENT SENSITIVE**

**2. Selection and Retention of ICAC Task Force Personnel**

2.1 Supervisors should evaluate prospective ICAC candidates for work history that indicates prior investigative experience, court testimony skills, ability to handle sensitive information prudently, and a genuine interest in the protection of children, and an understanding of the harmful effects of unlawful images.

2.2 Given the graphic nature of evidence routinely encountered in ICAC related investigations, the mental health of all personnel involved in such cases is a concern. ICAC supervisors are encouraged to make reasonable efforts to inform assigned personnel about departmental employee assistance program policies, procedures, and services available to them.

2.3 ICAC supervisors and/or his/her designee should work to ensure the long term well-being of any individuals involved with ICAC related child sexual exploitation investigations. The following recommendations are encouraged:

- *Workspace considerations* - The physical location in an office should be conducive to feeling comfortable while at work.
- *Preparation for new employees* - Develop an interview process in that the potential candidate is educated about the true nature of the crime.
- *Work flexibility* - Allowing investigators and others who are exposed to unlawful images, contraband images, images depicting the sexual exploitation of minors to have flexibility (e.g. frequent breaks, having an open-door policy, etc.)
- *Educating colleagues* - Colleagues should be aware that viewing of child sexual abuse images should be treated as serious, restricted and stressful.
- *Work with Mental Health Providers (MHP)* - In compliance with local agency guidelines work with MHP to make recommendations for care of unit staff and provide education/training regarding self-care and stress management, etc.
- *Best Practices* - ICAC Commanders and supervisors are encouraged to share or seek out any daily office practices used by them or other ICAC Task Forces that can promote mental health and wellbeing.
- *Training* - Encourage attendance at trainings that discuss the specific stressors associated with exposure to images or videos depicting child sexual abuse.

**LIMITED OFFICIAL USE ONLY  
LAW ENFORCEMENT SENSITIVE**

**3. Training**

3.1 All professional and administrative personnel assigned responsibilities associated with ICAC operations shall be required to read and comply with the Standards. Additionally, all training program curriculum supported by ICAC resources shall be consistent with the Standards, and approved by OJJDP or, in instances of local training, the Commander.

3.2 Commanders are responsible for ensuring that the individuals nominated for ICAC sponsored training are employed by agencies that have agreed in writing to adhere to the Standards and that any prerequisite requirements for the training session have been met.

3.3 ICAC task forces may develop and deliver regional training. The training shall comply with the Standards. Any subsequent support required as a result of the regional training shall be the responsibility of the task force providing the training.

**LIMITED OFFICIAL USE ONLY**  
**LAW ENFORCEMENT SENSITIVE**

## **4. Case Management**

### **4.1 Case Predication and Prioritization Factors**

4.1.1 Cases may be initiated by referrals from the CyberTipline, Internet service providers, or other law enforcement agencies, and by information gathered through subject interviews, documented public sources, direct observations of suspicious behavior, public complaints, or by any other source acceptable under agency policies.

4.1.2 Supervisors are responsible for determining investigative priorities and selecting cases for investigation. Assuming the information is deemed credible, that determination should begin with an assessment of victim risk and should also consider other factors such as jurisdiction and known offender behavioral characteristics. The following factors should be considered:

- A child is believed to be at immediate risk of victimization
- A child is vulnerable to victimization by a known offender
- A known suspect is aggressively soliciting a child(ren)
- Manufacturers, distributors or possessors of images that appear to be home photography with domiciled children
- Aggressive, high-volume unlawful images, contraband images, images depicting the sexual exploitation of minors, manufacturers or distributors who either are commercial distributors, repeat offenders, or specialize in sadistic images
- Manufacturers, distributors and solicitors involved in high-volume trafficking or belong to an organized group sharing unlawful images, contraband images, images depicting the sexual exploitation of minors ring that operates as a criminal conspiracy.
- Distributors, solicitors and possessors of unlawful images, contraband images, images depicting the sexual exploitation of minors
- Any other form of technology facilitated child sexual victimization



**LIMITED OFFICIAL USE ONLY**  
**LAW ENFORCEMENT SENSITIVE**

**4.2 Record Keeping**

4.2.1 ICAC agencies shall be subject to existing agency incident reporting procedures and case supervision systems. At a minimum, a unique identifier shall be assigned to each ICAC case.

4.2.2 All affiliated agencies will report their activity to the respective Task Force Commander by the 10th of each month using the ICAC Monthly Performance Measures Report.

4.2.3 Task Forces will compile and submit their monthly performance measures report to the OJJDP designated location before the end of the following calendar month. This monthly report does not replace the semi-annual progress report required by the Office of Justice Program's Financial Guide.

4.2.4 ICAC Case Tracker – Task Forces will compile and submit information on all cases referred for local, state, or federal prosecution. Information is required for all cases referred by the grant receiving agency, as well as all affiliates that received more than \$20,000 a year, or any affiliate the Commander selects to include. The report is on-going and begins with the prosecutorial agency the case is referred to and continues through the final disposition of the case. This on-going quarterly report will be due within 30 days of the end of the quarter and does not replace either the semi-annual progress report required by the Office of Justice Program's Financial Guide, nor does it replace the Monthly Performance Measures Report (see 4.2.3 above).

**4.3 Undercover Investigations**

4.3.1 Carefully managed undercover operations conducted by well-trained officers are among the most effective techniques available to law enforcement for addressing ICAC offenses.

4.3.2 Supervisors are responsible for ensuring that ICAC investigators receive a copy of the Standards.

4.3.3 ICAC investigations shall be conducted in a manner consistent with the principles of law and due process.

4.3.4 The following minimum standards apply to ICAC investigations:

- a. Only sworn, personnel shall conduct ICAC investigations in an undercover capacity. Private citizens shall not be asked to seek out investigative targets, nor shall they be authorized to act as police agents in an online undercover capacity.

**LIMITED OFFICIAL USE ONLY**  
**LAW ENFORCEMENT SENSITIVE**

- b. ICAC personnel shall not electronically upload, transmit, or forward any contraband. This does not prohibit the transfer of evidence between law enforcement officials as provided by section 4.4.4 of these Standards.
- c. Other than images or videos of individuals, age 18 or over, which have provided their informed written consent, and at the time consent was given were employed by a criminal justice agency, no actual human images or videos shall be utilized in an investigation. Employee is defined as a sworn, or compensated individual, or any individual working under the direction and control of a law enforcement agency.
- d. Absent prosecutorial input to the contrary, during online dialogue, undercover officers should allow the investigative target to set the tone, pace, and subject matter of the online conversation. Image transfer shall be initiated by the target.
- e. Undercover online activity shall be recorded and documented. Any departures from this policy due to unusual circumstances shall be documented in the relevant case file and reviewed by an ICAC supervisor.

#### **4.4 Evidence Procedures**

4.4.1 The storage, security, and destruction of investigative information shall be consistent with agency policy. Access to files should be restricted to authorized personnel.

4.4.2 The examination of computers and digital media shall be consistent with agency policy and procedure.

4.4.3 Unlawful images or images depicting the sexual exploitation of minors are considered contraband, and should be maintained pursuant to each agency's policies regarding such. It is recommended that absent a court order specifically ordering otherwise, evidence containing unlawful images, contraband images, images depicting the sexual exploitation of minors shall not be released to any defendant or representative thereof.

4.4.4 The transfer of evidence containing unlawful images, contraband images, and images depicting the sexual exploitation of minors among law enforcement shall be done in a secure manner. Methods of transfer may include hand-delivery, electronic transmission of digitally protected files, delivery via a service that tracks the shipment, or other methods consistent with agency policy and practices.

#### **4.5 Workspace and Equipment**

4.5.1 ICAC equipment will be reserved for the exclusive use of agency and/or designated ICAC personnel. When possible, undercover equipment and online accounts shall be

**LIMITED OFFICIAL USE ONLY**  
**LAW ENFORCEMENT SENSITIVE**

purchased covertly. No personally owned equipment shall be used in ICAC investigations and all software shall be properly acquired and licensed.

4.5.2 ICAC personnel shall not use ICAC computers, software, or online accounts for personal use.

4.5.3 Absent exigent or unforeseen circumstances, all ICAC investigations should be conducted in a professional and ethical manner in an approved workspace as designated by a Supervisor. Alternative workspace policies may be developed and approved by the Commander (in consultation with OJJDP when appropriate) to allow for investigations to continue during event driven instances where the physical location of the investigator may vary.

**LIMITED OFFICIAL USE ONLY**  
**LAW ENFORCEMENT SENSITIVE**

**5. Information Sharing**

5.1 Conventional boundaries are virtually meaningless in the electronic world of the Internet and the usual constraints of time, place, and distance lose their relevance. These factors increase the possibility of ICAC agencies targeting one another, investigating the same subject, or inadvertently disrupting an ongoing investigation. To foster coordination, collaboration, and communication, each ICAC agency shall make every effort to deconflict all active investigations.

5.2 When a common target is identified, the agency should consider contacting other local, state, and federal agencies that may be involved in an investigation of the same target.

5.3 When transferring an ICAC investigation to another agency, the appropriate ICAC Commanders shall be notified that a referral has occurred.

**LIMITED OFFICIAL USE ONLY**  
**LAW ENFORCEMENT SENSITIVE**

**6. Victim Identification**

6.1 Identifying child victims is a critical element of the ICAC Program. DOJ and OJJDP require all Task Forces and affiliates to submit child victim images to the Child Victim Identification Program (CVIP) as a means to improve child victim identification. Absent exigent circumstances, child victim images will be sent to the CVIP consistent with NCMEC guidelines. In addition, ICAC agencies are encouraged to collaborate with NCMEC to identify children depicted in unlawful images, contraband images, images depicting the sexual exploitation of minors.

6.2 A focus of the ICAC Program is to protect children. In circumstances where reporting of child abuse is not required under existing laws, ICAC agencies are strongly encouraged to report instances where a child may be at risk for abuse or exploitation.

6.3 Absent exigent circumstances, victim-identifying information should be protected from public disclosure.

6.4 Adhere to state and federal victimization notification and assistance laws.<sup>7</sup>

**LIMITED OFFICIAL USE ONLY**  
**LAW ENFORCEMENT SENSITIVE**

**Community Education and Crime Prevention**

7.1 Prevention education activities are a critical component of the OJJDP ICAC Program. ICAC agencies should foster awareness and provide practical, relevant guidance to children, parents, educators, librarians, and other individuals concerned about child safety issues.

7.2 Presentations to school staff, parents, and community groups are excellent ways to promote awareness. These presentations shall not depict identifiable victims, not otherwise in the public domain, nor shall they use pornographic or sexually explicit images. Presenters shall not discuss confidential investigative techniques.

7.3 No member of an ICAC Task Force may endorse any product or service without the express consent of an OJJDP Program Manager. While appearing at public presentations, ICAC members may indicate a preference for a product or service, but to avoid an implicit endorsement, such ICAC members should indicate adequate alternatives.

7.4 The materials and presentation should be consistent with the national ICAC goals as outlined below:

***Purpose of the ICAC Program***

*The mission of the Internet Crimes Against Children (ICAC) Task Force program is to assist state and local law enforcement agencies in developing an effective response to cyber enticement and the production, possession, and distribution of unlawful images, contraband images, and images depicting the sexual exploitation of minors. This support encompasses forensic and investigative components, training and technical assistance, victim services, prevention and community education.*

***Background on the ICAC Program***

*The Internet Crimes Against Children (ICAC) program is a national network of 61 coordinated local task forces and nearly 3,000 local and regional affiliated agencies engaged in both proactive and reactive investigations, forensic examinations, effective prosecutions and community education. The ICAC Program was developed in response to the increasing number of children and teenagers using the Internet, the proliferation of unlawful images, contraband images, images depicting the sexual exploitation of minors, and the heightened online activity by predators searching for unsupervised contact with underage victims. By helping state and local law enforcement agencies develop effective and sustainable responses to online child victimization and unlawful images, contraband images, images depicting the sexual exploitation of minors, the ICAC program delivers national resources at the local level.*

*The ICAC program actively protects children who use the Internet by proactively investigating the online sexual exploitation of children by predators. Because ICAC practitioners understand that arrests alone cannot resolve the problem of on-line victimization, the ICAC program is dedicated to training law enforcement and educating parents and youth about the potential dangers online and offering safety tools.*

**LIMITED OFFICIAL USE ONLY  
LAW ENFORCEMENT SENSITIVE**

**8. Media Relations and Releases**

8.1 Media releases relating to prosecutions, crime alerts or other matters concerning ICAC operations shall not include information regarding confidential investigative techniques and should be coordinated (when applicable) with other Task Force participants, Federal law enforcement agencies, and State and local agencies involved in the investigation consistent with sound information management and media relations practices.

8.2 Commanders and supervisors (or their designees) may speak to members of the media about their own departments' ICAC-related activities according to their own agency's guidelines. No individual affiliated with the ICAC program may speak on behalf of the ICAC Program as a whole.

8.3 Commanders should inform an OJJDP Program Manager if approached by national media outlets about the ICAC Program (as opposed to media seeking information about local activities) so that a coordinated national response can be prepared by OJP.

8.4 Information provided by ICACs to the media shall be consistent with the information provided in Section 7.4.

## ICAC Regional Task Force – Exhibit C

### Alabama

Alabama Bureau of Investigation

Jurisdiction: Alabama

Contact: Sergeant Jeremy Lett

Phone: (334) 353-1339

E-mail: jeremy.lett@dps.alabama.gov

Website

### Alaska

Anchorage Police Department

Jurisdiction: Alaska

Contact: Lieutenant Nancy Reeder

Phone: (907) 786-2634

E-mail: nreeder@muni.org

Website

### Arizona

Phoenix Police Department

Jurisdiction: Arizona

Contact: Sgt. Jerry Barker

Phone: (623) 466-1828

E-mail: jerry.barker@phoenix.gov

Website

### Arkansas

Arkansas State Police

Jurisdiction: Arkansas

Contact: Captain Steven Coppinger

Phone: (501) 618-8850

E-mail: steve.coppinger@asp.arkansas.gov

Website

### California

Fresno County Sheriff's Office

Jurisdiction: Fresno County California

Contact: Sergeant Jeff Kertson

Phone: (559) 600-8144

E-mail: Jeff.Kertson@fresnosheriff.org

Website

### California

Los Angeles Police Department

Jurisdiction: Los Angeles, CA

Contact: Lt. Andrea Grossman

Phone: (562) 624-4028

E-mail: 30231@lapd.lacity.org

Website

### California

Sacramento County Sheriff's Office

Jurisdiction: Sacramento County California

Contact: Lt. Mike McKeel

Phone: (916) 874-3007

E-mail: mmckeel@sacsheriff.com

Website

### California

San Diego Police Department

Jurisdiction: San Diego area

Contact: Sgt. Chuck Arnold

Phone: (858) 715-7120

E-mail: carnold@sdicac.org

Website



California

San Jose Police Department  
Jurisdiction: San Jose, CA area  
Contact: Sgt. Gregory Lombardo  
Phone: (408) 277-4102  
E-mail: 3439@sanjoseca.gov  
Website

Connecticut

Connecticut State Police  
Jurisdiction: Connecticut  
Contact: Sergeant Kevin Albanese  
Phone: (203) 694-6525  
E-mail: Kevin.Albanese@ct.gov  
Website

Florida

Broward County Sheriff's Office  
Jurisdiction: Southern Florida  
Contact: Lieutenant Charlotte Ross  
Phone: (954) 888-5299  
E-mail: leachtaskforce@bsosid.org  
Website

Florida

Polk County Sheriff's Office  
Jurisdiction: Central Florida  
Contact: Lt. Steven Ward  
Phone: (863) 292-3300  
E-mail: sward@polksheriff.org

Colorado

Colorado Springs Police Department  
Jurisdiction: Colorado  
Contact: Sgt. Bill Dehart  
Phone: (719) 444-7808  
E-mail: dehartbi@ci.colospgs.co.us  
Website

Delaware

Delaware Department of Justice  
Jurisdiction: Delaware  
Contact: Deputy Attorney General Abby Layton  
Phone: (302) 739-2030  
E-mail: abigail.layton@state.de.us  
Website

Florida

Gainesville Police Department  
Jurisdiction: Northern Florida  
Contact: Det. John Madsen  
Phone: (352) 393-7690  
E-mail: contact@nfcac.org  
Website

Georgia

Georgia Bureau of Investigation  
Jurisdiction: Georgia  
Contact: Special Agent in Charge Sandra Putnam  
Phone: (404) 270-8870  
E-mail: Sandra.Putnam@gbi.ga.gov  
Website

#### Hawaii

Hawaii Department of the Attorney General

Jurisdiction: Hawaii

Contact: Supervisory Special Agent Clay  
Kawamata

Phone: (808) 587-4114

E-mail: Clay.S.Kawamata@hawaii.gov

Website

#### Idaho

Idaho Office of Attorney General

Jurisdiction: Idaho

Contact: ICAC Investigator Jim Kouril

Phone: (208) 334-4125

E-mail: jim.kouril@ag.idaho.gov

Website

#### Illinois

Cook County State's Attorney's Office

Jurisdiction: Cook County Illinois

Contact: Deputy Supervisor Margaret Ogarek

Phone: (312) 492-3178

E-mail: Margaret.Ogarek@cookcountyil.gov

#### Illinois

Illinois Attorney General's Office

Jurisdiction: Illinois

Contact: Deputy Chief Mike Sullivan

Phone: (312) 814-3505

E-mail: misullivan@atg.state.il.us

Website

#### Indiana

Indiana State Police

Jurisdiction: Indiana

Contact: Lt. Charles L. Cohen

Phone: (317) 232-8309

E-mail: CCohen@isp.IN.gov

Website

#### Iowa

Iowa Division of Criminal Investigation

Jurisdiction: Iowa

Contact: Special Agent in Charge Gerard  
Meyers

Phone: (515) 965-7402

E-mail: meyers@dps.state.ia.us

Website

#### Kansas

Sedgwick County Sheriff's Office

Jurisdiction: Kansas

Contact: Lt. Jeff Weible

Phone: (316) 337-6552

E-mail: jweible@sedgwick.gov

Website

#### Kentucky

Kentucky State Police

Jurisdiction: Kentucky

Contact: Lieutenant Shane Bates

Phone: (502) 782-9769

E-mail: shane.bates@ky.gov

Website

Louisiana

Louisiana Department of Justice

Jurisdiction: Louisiana

Contact: Computer Forensic Lab Manager  
Corey Bourgeois

Phone: (225) 326-6145

E-mail: [bourgeois@ag.state.la.us](mailto:bourgeois@ag.state.la.us)

Website

Maine

Maine State Police

Jurisdiction: Maine

Contact: Lieutenant Glenn Lang

Phone: (207) 877-8081

E-mail: [glang@mcctf.org](mailto:glang@mcctf.org)

Website

Maryland

Maryland State Police

Jurisdiction: Maryland

Contact: Lt. John Wilhelm

Phone: (410) 953-8260

E-mail: [john.wilhelm@maryland.gov](mailto:john.wilhelm@maryland.gov)

Website

Massachusetts

Massachusetts State Police

Jurisdiction: Massachusetts

Contact: Det. Lt. Mary Sennott

Phone: (978) 451-3402

E-mail: [mary.sennott@pol.state.ma.us](mailto:mary.sennott@pol.state.ma.us)

Website

Michigan

Michigan State Police

Jurisdiction: Michigan

Contact: Det. Sgt. Jay Poupard

Phone: (517) 241-2425

E-mail: [PoupardJ@michigan.gov](mailto:PoupardJ@michigan.gov)

Website

Minnesota

Minnesota Bureau of Criminal Apprehension

Jurisdiction: Minnesota

Contact: Senior Special Agent Donald Cheung

Phone: (651) 793-1072

E-mail: [donald.cheung@state.mn.us](mailto:donald.cheung@state.mn.us)

Website

Mississippi

Mississippi Office of Attorney General

Jurisdiction: Mississippi

Contact: Assistant AG Jean Vaughan

Phone: (601) 359-3817

E-mail: [jvaug@ago.state.ms.us](mailto:jvaug@ago.state.ms.us)

Missouri

St. Charles County Sheriff's Department

Jurisdiction: Missouri

Contact: Lieutenant Chris Mateja

Phone: (636) 949-3020 x4604

Email: [cmateja@sccmo.org](mailto:cmateja@sccmo.org)

Website

Montana

Billings Police Department

Jurisdiction: Montana

Contact: Director of Task Force Operations

Tim West

Phone: (406) 896-3295

E-mail: westt@ci.billings.mt.us

Nevada

Las Vegas Metropolitan Police Department

Jurisdiction: Nevada

Contact: Sgt. Mike Mauntel

Phone: (702) 429-2877

E-mail: M5318M@LVMPD.COM

Website

New Jersey

New Jersey State Police

Jurisdiction: New Jersey

Contact: Lieutenant Joseph Glennan

Phone: (609) 584-5051 x 5647

E-mail: lpp4695@gw.njsp.org

Website

New York

New York City Police Department

Jurisdiction: New York, New York City Area

Contact: Lieutenant Felix Rivera

Phone: (646) 610-4740

E-mail: felix.rivera@nypd.org

Website

Nebraska

Nebraska State Patrol

Jurisdiction: Nebraska

Contact: Sgt. Eric Jones

Phone: (402) 479-4080

E-mail: eric.jones@nebraska.gov

Website

New Hampshire

Portsmouth Police Department

Jurisdiction: New Hampshire

Contact: Detective Sergeant Thomas Grella

Phone: (603) 610-7429

E-mail: tgrella@cityofportsmouth.com

Website

New Mexico

New Mexico Attorney General's Office

Jurisdiction: New Mexico

Contact: Special Agent in Charge Anthony Maez

Phone: (505) 222-9161

E-mail: amaez@nmag.gov

Website

New York

New York State Police

Jurisdiction: New York

Contact: Lieutenant Kathryne Rohde

Phone: (518) 457-9476

E-mail: kathryne.rohde@troopers.ny.gov

Website

North Carolina

North Carolina State Bureau of Investigation

Jurisdiction: North Carolina

Contact: Special Agent in Charge Lori Shank

Phone: (919) 779-8130

E-mail: lshank@ncdoj.gov

Website

North Dakota

North Dakota Bureau of Criminal Investigation

Jurisdiction: North Dakota

Contact: Special Agent Steven Harstad

Phone: (701) 328-5500

E-mail: sh434@nd.gov

Website

Ohio

Cuyahoga County Prosecutor's Office

Jurisdiction: Ohio

Contact: APA Brett Kyker

Phone: (216) 698-2229

E-mail:

bkyker@prosecutor.cuyahogacounty.us

Website

Oklahoma

Oklahoma State Bureau of Investigation

Jurisdiction: Oklahoma

Contact: Asst. Special Agent in Charge Steve Tanner

Phone: (405) 879-2613

E-mail: steve.tanner@osbi.ok.gov

Website

Oregon

Oregon Department of Justice

Jurisdiction: Oregon

Contact: Asst. Special Agent in Charge Steven McIntosh

Phone: (503) 934-2034

E-mail: Steven.McIntosh@state.or.us

Website

Pennsylvania

Delaware County District Attorney's Office

Jurisdiction: Pennsylvania

Contact: Sergeant Jack Kelly

Phone: (610) 891-4851

E-mail: kellyj@co.delaware.pa.us

Website

Rhode Island

Rhode Island State Police

Jurisdiction: Rhode Island

Contact: Sergeant Staci Shepherd

Phone: (401) 444-1714

E-mail: sshepherd@risp.dps.ri.gov

Website

South Carolina

South Carolina Attorney General's Office

Jurisdiction: South Carolina

Contact: ICAC Program Manager Chip Payne

Phone: (803) 734-9456

E-mail: CPayne@scag.gov

Website

South Dakota  
South Dakota Department of Justice  
Jurisdiction: South Dakota  
Contact: SA Troy Boone  
Phone: (605) 670-2911  
E-mail: Troy.Boone@state.sd.us  
Website

Tennessee  
Knoxville Police Department  
Jurisdiction: Tennessee  
Contact: Deputy Chief Monty Houk  
Phone: (865) 215-7298  
E-mail: mhok@cityofknoxville.org  
Website

Texas  
Dallas Police Department  
Jurisdiction: Texas, Northern  
Contact: Lt. Alfred Diorio  
Phone: (214) 671-4201  
E-mail: alfred.diorio@dpd.ci.dallas.tx.us  
Website

Texas  
Office of the Attorney General of Texas  
Jurisdiction: Texas, Southern  
Contact: Captain Kimberly Bustos  
Phone: (512) 936-2896  
E-mail:  
kimberly.bustos@texasattorneygeneral.gov  
Website

Texas  
Houston Police Department  
Jurisdiction: Texas  
Houston Metro Area  
Contact: Sergeant Richard Hahn  
Phone: (713) 731-5809  
E-mail: rhahn@hmicac.org  
Website

Utah  
Utah Office of Attorney General  
Jurisdiction: Utah  
Contact: Section Chief Jessica Farnsworth  
Phone: (801) 580-4165  
E-mail: jfarnsworth@utah.gov  
Website

Vermont  
Burlington Police Department  
Jurisdiction: Vermont  
Contact: Lt. Art Cyr  
Phone: (802) 540-2141  
E-mail: acyr@bpdvt.org  
Website

Virginia  
Bedford County Sheriff's Office  
Jurisdiction: Virginia, Southern  
Contact: Lt. Michael Harmony  
Phone: (434) 534-9521 x221  
E-mail: mharmony@bedfordsheriff.org  
Website

Virginia  
Virginia State Police  
Jurisdiction: Virginia, Northern & Washington,  
DC  
Contact: Captain Kirk Marlowe  
Phone: (804) 674-2767  
E-mail: kirk.marlowe@vsp.virginia.gov  
Website

Washington  
Seattle Police Department  
Jurisdiction: Washington  
Contact: Captain Tag Gleason  
Phone: (206) 684-4351  
E-mail: tag.gleason@seattle.gov  
Website

Washington DC (see Virginia)

West Virginia  
West Virginia State Police  
Jurisdiction: West Virginia  
Contact: Sergeant James Kozik  
Phone: (304) 293-6400  
E-mail: jekozik@wvsp.state.wv.us  
Website

Wisconsin  
Wisconsin Department of Justice  
Jurisdiction: Wisconsin  
Contact: Special Agent in Charge Jenniffer  
Price  
Phone: (608) 267-1326  
E-mail: priceje@doj.state.wi.us  
Website

Wyoming  
Wyoming Division of Criminal Investigation  
Jurisdiction: Wyoming  
Contact: Special Agent Robert Leazenby  
Phone: (307) 777-5437  
E-mail: Robert.leazenby@wyo.gov