

Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 13<sup>th</sup> day of March, 2018:

Present:

Vote:

Alan R. Carmichael, Chairman  
Donald R. Hunter, Vice-Chairman  
Floyd M. Brown, Jr.  
Marlene J. Waymack  
T. J. Webb

C-6

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried unanimously, the following Resolution was adopted:

RESOLUTION; MEMORANDUM OF UNDERSTANDING BETWEEN THE  
PRINCE GEORGE POLICE DEPARTMENT AND CENTRAL VIRGINIA  
REGIONAL NARCOTICS TASK FORCE

NOW, THEREFORE, BE IT RESOLVED, That the Board of Supervisors of the County of Prince George this 13<sup>th</sup> day of March, 2018 does hereby authorize the Chief of Police to execute Memorandum of Understanding between Central Virginia Regional Narcotics Task Force and the Prince George Police Department.

A Copy Teste:

\_\_\_\_\_  
Percy C. Ashcraft  
County Administrator

# **MEMORANDUM OF UNDERSTANDING**

## **CENTRAL VIRGINIA REGIONAL NARCOTICS TASK FORCE**

**Signed copies to:**

Colonel Jeffrey S. Katz

Chesterfield County Police Department

Colonel Jeffrey W. Faries

Colonial Heights City Police Department

Sheriff D. T. Adams

Dinwiddie County Sheriff's Office

Colonel John F. Keohane

Hopewell City Police Department

Chief Kenneth A. Miller

Petersburg City Police Department

Colonel W. Keith Early

Prince George County Police Department

Colonel Gary T. Settle

Virginia State Police

Revised: January 13, 2018

**MEMORANDUM OF UNDERSTANDING**  
**(Central Virginia Regional Narcotics Task Force)**

**Introduction**

This agreement is made the 13<sup>th</sup> day of January, 2018 by and between Chesterfield County Police Department, Colonial Heights City Police Department, Dinwiddie County Sheriff's Office, Hopewell City Police Department, Petersburg City Police Department, and Prince George County Police Department, in conjunction with the Virginia State Police, Bureau of Criminal Investigation (hereinafter referred to as "VSP"). This Memorandum of Understanding (MOU) is entered into pursuant to as applicable, but not limited to the following Virginia Code Sections: 15.2-1724, 15.2-1726, 15.2-1727, 15.2-1728, and 15.2-1730.1.

The purpose of the MOU is to delineate the responsibilities of the personnel, formalize relationships between the agencies for policy guidance pertaining to task force operations, and to maximize interagency cooperation. This MOU is not intended and should not be construed to create any right or benefit, substantive or procedural, enforceable at law or otherwise by any third party against the agencies, officers, employees, agents or other associated personnel thereof. Nothing in the MOU should be construed as limiting or impeding the basic spirit of cooperation which exists between the agencies.

The respective law enforcement agencies have identified the need for the formation of the Central Virginia Regional Narcotics Task Force, hereinafter referred to as the "Task Force," to enforce the provisions of Virginia Code Section 18.2-247 *et seq.*, as amended, regarding illegal drug trafficking laws in the respective jurisdictions.

The primary mission of this Task Force is to target, investigate, and prosecute individuals/organizations, believed to be major violators of the drug laws by initiating enforcement action. The Task Force will also gather and report intelligence information relating to trafficking in narcotics, dangerous drugs; and conduct undercover operations where appropriate that will result in effective prosecution before the appropriate court. The Task Force investigations will not be restricted to any particular narcotics.

The Task Force will operate according to this MOU which supersedes all prior MOUs, unless otherwise unanimously agreed upon in writing.

## I. Agreement

The Task Force agrees that matters designated to be handled by it will not knowingly be subject to non-Task Force law enforcement efforts. Recognizing the amount of specialized entities within each member agency, it is incumbent upon each agency to make proper internal notification of the Task Force's existence, including its areas of concern when appropriate, and relaying pertinent information to the Task Force. All law enforcement actions will be coordinated and cooperatively carried out by the participating task force agencies.

A. The Task Force will be governed by a Command Board, the membership of which will be comprised of the Sheriff of Dinwiddie County; the Chiefs of Police of Chesterfield County, Colonial Heights City, Hopewell City, Petersburg City, and Prince George County Police Departments; and the Division Commander, of the Bureau of Criminal Investigation (BCI), Richmond Field Office. The purpose of the Command Board is to set goals and objectives for the Task Force, and to establish policies and procedures under which the Task Force will operate. Each member of the Command Board or their designated representative shall have one vote in matters that pertain to the Task Force and all matters shall require a quorum and a majority decision before any action is taken, unless otherwise agreed upon in writing as indicated in an attached Addendum. The Command Board will meet no less than four times each year to review the activities and policies of the Task Force. Any member of the Command Board may call a special meeting through coordination with BCI Division Commander, and with all Command Board members being duly notified. The same rules that apply to the regular Command Board meetings shall apply to all called meetings.

B. The Task Force Coordinator will act under the direction of the Command Board, and be supervised by the Bureau of Criminal Investigation Richmond Field Office. The Coordinator shall act as the principal liaison and facilitator between the Command Board and the Task Force officers. During the period of this agreement, the Coordinator will be a State Police Supervisory Special Agent from the Bureau of Criminal Investigation.

C. Task Force officers are the investigative arm and an essential element of a successful Task Force. While coming from different agencies and possessing different backgrounds, it is essential that they work closely together as a unit. A minimum of one experienced officer from each jurisdiction will be detailed full-time to the Task Force, for a minimum of twenty-four months. The assigned officer must meet DCJS certification standards and not have any sustained

complaints, which would be considered exculpatory evidence for testifying purposes. Any replacement assigned will join the Task Force two weeks prior, or as soon as practical, to the date of change to help ensure continuity of the Task Force. Manpower needs may be addressed at regular or called meetings of the Command Board, concerning the assignment of new or additional task force officers.

D. All salaries, overtime, pensions, relief, disability, workers' compensation, other expenses and benefits enjoyed by Task Force officers in their parent organization shall extend to their assignment to this Task Force.

E. Responsibility for the conduct of Task Force officers shall remain with their respective agency heads. Task Force personnel will be subject to the laws, regulations, policies and personnel rules applicable to their respective agencies. Conduct which requires disciplinary action against a Task Force officer will be reported immediately to the appropriate official of the officer's agency for action. The Command Board and VSP shall not be held responsible for the actions or misconduct of a Task Force officer during their assignment on the task force, or while sworn as a Special State Police Officer (SSPO). Although responsibility for the conduct of Task Force officers rests with the member agencies, this in no way prevents the Command Board from removing an officer from the Task Force as the result of serious misconduct. A majority vote of the Command Board shall be required for the removal of a Task Force officer.

F. Officers assigned to the Task Force shall adhere to all Virginia State Police Bureau of Criminal Investigation policies and procedures. The Task Force Command Board shall resolve all conflicts related to the adherence of specific policies and procedures. Failure to adhere to VSP policies and procedures shall be grounds for dismissal from the Task Force.

G. This MOU does not alter the applicable law governing civil liability, if any, arising from the conduct of SSPOs. In the event any civil actions arise out of services and activities of the Task Force, the personnel so assigned shall be deemed to be continuing under the employment of their parent agency. Each party agrees and understands that its jurisdiction will be responsible for the negligent or wrongful acts or omissions or any action taken by its Task Force representative, within the scope of their employment. SSPOs shall adhere to the law and to their parent agency's policies regarding use of force.

H. Under no circumstances shall an investigation of an elected official commence without express written authority, as further described in Virginia Code Section 52-8.2 and in compliance with VSP policy.

I. Press releases of Task Force investigations, except Grand Jury cases should be prepared in writing giving credit to all participating agencies and submitted to the Command Board Chairman for approval prior to release, if possible. Press releases of an investigation or arrest by Task Force officers will routinely be made by the head of the member agency in the jurisdiction where the arrest or enforcement action occurred. Telephone calls from the media should be referred to the affected agency head if possible. Deviation from this policy will require approval of the Command Board. All press releases shall be in compliance with Virginia Code Section 52-8.3, and any other applicable law.

J. Any violation of this agreement shall be brought to the attention of the Command Board at the first opportunity. It shall be up to the discretion of the members presiding to determine the appropriate response to any violation.

## II. Special State Police Authority

The Virginia State Police, Bureau of Criminal Investigation Field Office Division Commander agrees to seek Special State Police Officer (SSPO) Authority for officers assigned on a full-time basis to this Task Force. In order to obtain SSPO Authority, each newly assigned Task Force officer must certify the following statements – 1) He/she is not currently the subject of any kind of disciplinary action, nor are there any disciplinary actions pending that would adversely affect or compromise his/her involvement in task force matters; 2) He/she has not been the subject of any disciplinary or criminal actions in the past that, if revealed in court, would jeopardize any prosecution. This includes any act of domestic violence, and any sustained complaints in which the officer knowingly lied while in an official capacity; 3) He/she has never been convicted of a criminal violation; 4) He/she possesses a valid Virginia Operator's License 5) He/she is currently certified by the Virginia Department of Criminal Justice Services as a Law Enforcement Officer and has been for no less than 24 months. This certification by new Task Force officers must also be duly signed by that officer's agency head. Such authority will be used only as specified below:

- A. SSPOs shall not become involved with matters other than those pertaining to possible violations of narcotics except as required by State law, nor shall they make arrests outside of their individual jurisdictions when conducting general investigative activities not associated with a narcotics investigation, except as required by State law.
- B. The Authority shall remain in effect only during the time the officer remains a full-time member of the Task Force.
- C. The Authority is only valid for investigations being conducted and sanctioned by the Task Force.
- D. The Authority expires upon the officer's transfer from the Task Force or the withdrawal of the investigator's agency from the Task Force.
- E. All SSPO Authority shall expire upon termination of the Task Force.
- F. If a SSPO's conduct adversely affects the Task Force or violates the General Orders of the VSP, the SSPO Authority may be removed by VSP. The State Police reserves the right to terminate Special State Police Officer Authority as necessary.

### **III. Equipment**

**All participating agencies will provide the following equipment to support the activities of the officers assigned to the Task Force, unless otherwise designated in writing:**

- A. Undercover type vehicles, including costs of repair and maintenance and gasoline.
- B. Technical equipment, including audio recorder, binoculars, camera, cellular telephone, vest, cell phone and other support items when available. Technical equipment such as video cameras, recorders, film, drug field test kits, and etc., shall be purchased and maintained by the Task Force. Any equipment purchased by the Task Force shall be returned to and remain the property of the Task Force, should any member or agency leave the Task Force.

### **IV. Expenditures**

- A. Each participating agency in the Task Force shall provide equal contributions to fund the activities of the Task Force when needed, except as provided in writing or otherwise agreed to by the Command Board.
- B. The cost for secretarial assistance, office space, general office supplies, office furniture, utilities, telephone service, and any other expenses shall be shared equally by participating

agencies, except as otherwise agreed in writing. State or Federal Asset Forfeiture funds cannot be used to pay the salaries or fringe benefits of employees.

C. If the Task Force is discontinued or any agency withdraws, the VSP, unless otherwise designated, will retain funds for six months to ensure all financial obligations of the Task Force have been met. A withdrawing agency will be responsible for their share of Task Force expenses up through the effective date of withdrawal. The monies remaining in the task force account will then be returned to the respective agencies. All shared property will be itemized and equally distributed by signed agreement of the Command Board members.

D. Task force officers are required to seek approval of his/her Command Board supervisor prior to working overtime unless an emergency exists. Overtime reimbursed through grant funding, OCDETF, or HIDTA must be approved by the task force coordinator.

E. Prior approval must be obtained through channels by each officer from their agency and task force coordinator, in order to travel out of state. Travel outside the Task Force geographic area of responsibility shall be approved in advance by the task force coordinator.

F. Operating expenses shall be maintained in a checking account administered by the Task Force. Disbursements shall be properly documented, with an account review to be provided to the Command Board at scheduled meetings. At a minimum, a bi-annual audit shall be conducted of all task force accounts.

G. The VSP through its Drug Trust Account and criminal investigation funds, agrees to provide money to aid in Task Force investigations as follows:

1. VSP agrees to provide assistance for payments to informants for information, services, and expenses in Task Force cases. The payment amount to informants shall be in accordance with VSP policy.

2. VSP agrees to provide assistance for the purchase of drugs, firearms, stolen property, or contraband, for evidence in Task Force cases. The payment amount for these purchases shall be in accordance with VSP policy. VSP agrees to provide flash rolls for the furtherance of Task Force investigations, on an as-needed basis, in keeping with VSP policy.

3. The VSP will account for, audit, and monitor the use of criminal investigation funds. The receipt and disbursement of funds will be reported in the same method and on the same forms as prescribed by VSP policies. The Bureau of Criminal Investigation, Richmond Field Office shall maintain all such records and reports until all audits and examinations are



completed and resolved, or for a period of three (3) years after termination of this agreement, whichever is later.

4. The Task Force in cooperation with the appropriate Commonwealth's Attorney shall use its best efforts to seek payment of restitution for costs and expenditures incurred by the Task Force, as a condition of the sentencing of a defendant in an investigation. Payments of restitution should be made to the agency incurring the cost or expenditure.

5. All monies provided by VSP or any other agency shall be reimbursed as an expense from Asset Forfeiture proceeds, before any distribution is made if applicable.

#### **V. Confidential Informants**

The use of VSP Confidential Informants (CIs) shall be consistent with VSP policy and disclosure of the identity of a CI shall be limited to those situations where it is essential to the effective performance of the Task Force, or when directed by the Commonwealth's Attorney or ordered by a judge. No documents which identify, tend to identify, or indirectly identify CIs may be released without prior VSP approval.

#### **VI. Seized Assets**

A. The Command Board shall resolve any determinations for equitable distribution of assets for general purposes and shall reduce it to writing, and attach it to this MOU as Addendum "A". At a minimum, the Asset Forfeiture Sharing Agreement shall state whether the Task Force will file for forfeitures if they do not meet the DCJS minimum standards and how that amount will be distributed; and how the federal and state asset forfeitures proceeds are to be distributed and how other tangible real and personal property is to be distributed. Any deviations from the standard Asset Sharing Agreement shall be in writing and submitted to DCJS with the appropriate forms. Prior to the sharing of any forfeited assets seized in a Task Force investigation, expenses for informants and/or drug purchases made in that investigation with funds from participating agencies will be reimbursed to those agencies, to the extent that forfeited assets are available.

B. The Task Force Coordinator, in conjunction with the case agent, will be responsible for filing, submitting and tracking the appropriate documents to facilitate the award of assets through the Department of Criminal Justice Services. In addition, the Coordinator will be responsible for preparing the DCJS Annual Certification Report & Sharing Agreement for the appropriate agency heads.

C. The Department of Justice's *A Guide to Equitable Sharing of Federally Forfeited Property for State and Local Law Enforcement Agencies* is attached as Attachment "A". These guidelines must be followed for federal asset forfeitures and which must take into account the following, including but not be limited to: the amount of participation of each law enforcement agency and Commonwealth's Attorney's Office, to determine the percentage of sharing, in the investigation of those forfeited assets; the eligibility and compliance to share and the permissible uses of forfeited assets. The Department of Criminal Justice Service's *Forfeited Asset Sharing Program Manual* is attached as Attachment "B", which will govern state forfeitures. The Task Force Coordinator shall be responsible for filing the appropriate documents to facilitate the award of assets through the Department of Criminal Justice Services (DCJS). The Virginia Department of State Police's *Asset Seizure and Forfeiture Procedures Guide* is attached as Attachment "C" and will also be utilized when filing for forfeitures.

This agreement shall remain in effect unless changed by the Command Board or terminated by the parties hereto, upon written notice, setting forth the date of such termination. Withdrawal from this agreement by one party hereto shall be made by written notice to the other parties, 30 days prior to the date of the intended withdrawal. The withdrawal by one party shall not terminate the agreement among the other signatories hereto.

IN WITNESS HEREOF, the parties hereto acknowledge that they are familiar with and agree to comply with the terms and conditions of this MOU and the Addendums and Attachments herewith.

ATTESTED on this date \_\_\_\_\_:

Chesterfield County  
Police Department

By \_\_\_\_\_  
Jeffrey S. Katz  
Chief of Police

ATTESTED on this date \_\_\_\_\_:

Colonial Heights  
Police Department

By \_\_\_\_\_  
Jeffrey W. Faries  
Chief of Police

ATTESTED on this date \_\_\_\_\_:

Dinwiddie County  
Sheriff's Office

By \_\_\_\_\_  
D.T. Adams  
Sheriff

ATTESTED on this date \_\_\_\_\_:

City of Hopewell  
Police Department

By \_\_\_\_\_  
John F. Keohane  
Chief of Police

ATTESTED on this date \_\_\_\_\_:

City of Petersburg  
Police Department

By \_\_\_\_\_  
Kenneth A. Miller  
Chief of Police

ATTESTED on this date \_\_\_\_\_:

Prince George County  
Police Department

By \_\_\_\_\_  
W. Keith Early  
Chief of Police

ATTESTED on this date \_\_\_\_\_:

Virginia State Police

By \_\_\_\_\_  
Gary T. Settle  
Superintendent

**ADDENDUM "A"**

**Standard Asset Forfeiture Agreement**

This Asset Forfeiture Agreement is entered into between member agencies of the Central Virginia Regional Narcotics Task Force and the Offices of the Commonwealth's Attorneys for the Counties of Chesterfield, Dinwiddie, Prince George and the Cities of Colonial Heights, Hopewell, Petersburg regarding the sharing of seized and forfeited assets.

The parties hereby agree that all drug-related asset forfeiture property seized by the Task Force will be in accordance with Virginia Code Sections 19.2-386.1 *et seq.*, and DCJS and/or federal regulations. After all proper documents have been filed and all expenses have been paid in accordance with Virginia Code Section 19.2-386.14, asset forfeitures will be shared in accordance with this agreement. The terms of this Agreement shall only apply in the case of assets to be processed for forfeiture in the courts of the Commonwealth of Virginia. Federal forfeitures shall be processed in accordance with Federal law and asset forfeiture regulations. If there are any non-drug-related asset forfeitures, then the proceeds of all property accruing to the Commonwealth by forfeiture shall revert to the Literary Fund in accordance with Article VII, Section 8 of the Constitution of Virginia or other applicable statutes.

Minimum equity guidelines are applied after all liens and encumbrances have been subtracted from the gross value of the property. These equity guidelines do not preclude the seizure of lesser amounts for evidentiary purposes nor do they preclude an action designed to deprive a drug dealer of the means to continue the illegal activity. No money shall be processed by the Department of State Police for forfeiture unless it meets the following minimum sharing thresholds:

US Currency	\$500.00	Vehicles	\$2,500.00
Real Estate	\$10,000.00	All other property	\$2,500.00

Of the monies returned by DCJS for asset sharing following the deduction of 10% by DCJS as allowed by statute, it is agreed that the participating agencies and Commonwealth's Attorneys will receive a share as designated below:

<b>Department of Criminal Justice Services</b>	<b>10%</b>
Chesterfield County Commonwealth's Attorney	2 %
Colonial Heights City Commonwealth's Attorney	2 %
Dinwiddie County Commonwealth's Attorney	2 %
Hopewell City Commonwealth's Attorney	2 %
Petersburg City Commonwealth's Attorney	2 %
Prince George County Commonwealth's Attorney	2 %
Chesterfield County Police Department	11%
Colonial Heights City Police Department	11%
Dinwiddie County Sheriff's Office	11%
Hopewell City Police Department	11%
Petersburg City Police Department	11%
Prince George County Police Department	11%
Virginia Department of State Police	12%

Before any real or personal property is seized, an analysis shall be conducted to determine if there will be any considerable equity involved to meet the minimum sharing threshold, after all expenses are paid for the security, maintenance or sale of the property, including, but not limited to title searches on real property and DMV searches on vehicles. In kind, use of vehicles may be granted by the Command Group by majority vote. Otherwise, real or personal property and vehicles will be sold and the money distributed as indicated in this sharing agreement.

Funds remaining from the disposition and sale of Vehicles, after all expenses and/or liens are paid, shall be divided per percentages above.

Funds remaining from the disposition and sale of Personal property, after any expenses are paid shall be divided per percentages above.

Funds remaining from the disposition and sale of Real property, after all expenses and/or liens are paid, shall be divided per percentages above.

All parties agree that assets seized by the Task Force with a net value of less than \$500.00 will be forfeited directly to the Task Force and deposited in a separate Task Force Asset Sharing Account.

This Asset Forfeiture Agreement shall be continuing in nature and renewed automatically each year unless one of the parties gives a thirty (30) days notice prior to the automatic renewal date of one year from the date of the last signature.

IN WITNESS HEREOF, THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT:

ATTESTED BY:

\_\_\_\_\_  
Colonel Gary T. Settle  
Virginia State Police

\_\_\_\_\_  
Colonel Jeffrey S. Katz  
Chesterfield County Police Department

\_\_\_\_\_  
Colonel Jeffrey W. Fariès  
Colonial Heights City Police Department

\_\_\_\_\_  
Sheriff D. T Adams  
Dinwiddie County Sheriff's Office

\_\_\_\_\_  
Colonel John F. Keohane  
Hopewell City Police Department

\_\_\_\_\_  
Chief Kenneth A. Miller  
Petersburg Police Department

\_\_\_\_\_  
Colonel W. Keith Early  
Prince George County Police Department

\_\_\_\_\_  
The Honorable William W. Davenport  
Chesterfield County  
Commonwealth's Attorney

\_\_\_\_\_  
The Honorable A. Gray Collins, III  
City of Colonial Heights  
Commonwealth's Attorney

\_\_\_\_\_  
The Honorable Ann Cabell Baskervill  
Dinwiddie County  
Commonwealth's Attorney

\_\_\_\_\_  
The Honorable Richard K. Newman  
City of Hopewell  
Commonwealth's Attorney

\_\_\_\_\_  
The Honorable Cheryl J. Wilson  
City of Petersburg  
Commonwealth's Attorney

\_\_\_\_\_  
The Honorable Susan O'Prandy Fierro  
Prince George County  
Commonwealth's Attorney

## ADDENDUM "B"

### Responsibilities of the Command Board / Task Force Coordinator / Task Force Officers

The responsibilities of the Command Board will include, but are not limited to the following:

1. Development of all Task Force policy.
2. Approving the assignment or removal of Task Force Officers.
3. Addressing personnel matters that cannot or should not be handled by the Coordinator, who will bring such issues to the attention of the appropriate Command Board member as soon as possible for disposition.
4. Development of the mission, goals and objectives of the task force.
5. Meeting with the Coordinator as frequently as necessary, to provide guidance in investigative and administrative matters as appropriate.
6. Approval of all press releases unless otherwise agreed to in advance, as outlined in this agreement.



**The responsibilities of the Task Force Coordinator will include, but are not limited to the following:**

1. The Coordinator will be responsible for providing guidance and direction to the Task Force officers for coordinating the day-to-day operations/activities of the Task Force.
2. The Coordinator will ensure that the Command Board is informed of all significant/major Task Force Operations, and also prepare and distribute reports and information for Command Board meetings.
3. The Coordinator will schedule Command and/or Advisory Board meetings as necessary. The Coordinator shall be responsible for ensuring that minutes of meetings of the Command Board are properly recorded and documented.
4. The Coordinator has the authority of the Command Board to assign or reassign personnel to different cases/areas, as the needs dictate.
5. The Coordinator should be informed of all leave requests and be advised of court or other commitments of Task Force officers in advance, absent an emergency.
6. The Coordinator will require a weekly report of all hours worked by Task Force officers and be informed of daily activities.
7. The Coordinator will also be required to file a quarterly activity report of all Task Force activities. This report should include a case by case accounting of all activity.
8. The Coordinator must work closely with the appropriate Commonwealth's Attorney in the preparation and prosecution of Task Force cases.
9. The Coordinator will review, approve and submit State Police reporting documentation in a timely manner to the next level of supervision.
10. The Coordinator will ensure operational plans for the safe execution of search warrants and arrests are prepared for review by VSP Supervision, and secure necessary personnel and make appropriate notifications and assignments.

11. The Coordinator will be responsible for the proper disbursement of all criminal funds by the task force for payments to informants for information and services in Task Force cases, and used for the purchase of drugs, firearms, stolen property, or contraband in Task Force cases. Disbursements will only be made in amounts permitted by VSP policy. The Coordinator will be responsible for obtaining the appropriate approvals as required by VSP policy, for expenditures in amounts which exceed the authority of the coordinator.
12. The Coordinator will ensure that all case files, informant files, and criminal fund accounting reports are prepared in compliance with VSP policies and procedures, and are submitted for supervisory review within established deadlines.
13. The Coordinator will be responsible for the training of task force officers on the proper submission of required case file, informant file, and criminal fund accounting reports; and their deadlines in compliance with applicable VSP policy.
14. The Coordinator will be responsible for the proper collection, documentation, reporting and dissemination of criminal intelligence information, and the security of all task force documents or files, in compliance with applicable VSP policy.
15. The Coordinator will be responsible for the timely and accurate submission of the Quarterly Task Force Report to the BCI Director's Office.
16. The Coordinator will be responsible for the proper submission of requests for Special State Police Authority from Task Force Chiefs or Sheriffs, and for the notification of Task Force Officers to appear on the scheduled date and time of the swearing-in ceremony.
17. The Coordinator will be responsible for the accurate preparation and timely submission of all asset forfeiture reports, and the Task Force's DCJS Annual Certification Report, as required by the Department of State Police's Asset Seizure and Forfeiture Procedures Guide, the Department of Criminal Justice Service's Forfeited Asset Sharing Program Manual, the Department of Justice's A Guide to Equitable Sharing of Federally Forfeited Property for State and Local Law Enforcement Agencies, and VSP policy.
18. The Coordinator will be authorized to expend Task Force funds to support the routine operation of the Task Force, in amounts established by the Command Board. Expenditures outside the scope of this agreement will not be made without the approval of the Command Board. Approval may take the form of telephone contact in the case of investigative necessity, or by standard procedures established by the Command Board.
19. The Coordinator will be responsible for establishing and/or maintaining a checking account with its own Tax ID number, and should be certified through the DCJS Forfeited Asset Sharing Annual Certification Report.

**The responsibilities of the Task Force officers include, but are not limited to the following:**

1. Task Force officers will take direction in Task Force investigations only from the Coordinator or assistant coordinator, unless prior agreement is given from the Command Board.
2. Task Force officers will file a weekly report with the coordinator showing when they came on duty, went off duty each day, how many hours they worked each week. This report will be turned in to the Coordinator at the beginning of each week following the week in which they are reporting.
3. Task Force officers are responsible for conducting all investigations assigned to them, investigations and reporting are expected to be timely, accurate and in keeping with the procedures adopted for Task Force cases.
4. Task Force officers will not be absent from Task Force activities unless knowledge and approval has been given by the Coordinator, except in emergency situations. Once the emergency has passed, he should make the Coordinator aware of the circumstances.
5. Task Force officers will handle, in an expeditious manner, all requests for follow-up leads in Task Force cases by a Commonwealth's Attorney or Special Prosecutor when assigned.
6. Any request made directly to a Task Force officer by a Commonwealth's Attorney, Special Prosecutor, or a member of the Command Board will be taken directly to the Coordinator for assignment and handling. Officers will not pursue matters in any other way.
7. Task Force officers will follow Virginia State Police, Bureau of Criminal Investigation policies, to investigate and report violations to the Commonwealth's Attorney of the appropriate jurisdiction.
8. Task Force officers will be responsible for the proper disbursement of all criminal funds by the task force for payments to informants for information and services in Task Force cases; and for the purchase of drugs, firearms, stolen property, or contraband as permitted by VSP policy.
9. Task Force officers will ensure that all case files, informant files, and criminal fund accounting reports are prepared in compliance with VSP policies and procedures; and are submitted for supervisory review within established deadlines.

10. To maintain continuity of reporting efforts, all officers of the Task Force agree to utilize the Virginia State Police, Bureau of Criminal Investigation reporting system. The Task Force officers will be required to complete all reports within the prescribed deadlines. No criminal investigative files shall be released without the prior approval of the Virginia State Police, and any releases shall be in accordance with Virginia Code Sections 52-8.3, 2.2-3700 *et. seq.* and Virginia Department of State Police policy.