

Mid-States Organized Crime Information Center

Law Enforcement Coordinator Operating Guidelines

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Introduction: MOCIC's Law Enforcement Coordinators serve an important role as MOCIC's representatives in the law enforcement communities of the nine-state area MOCIC serves. The Law Enforcement Coordinators serve as the face of MOCIC in the field and are key to ensuring that MOCIC provides effective and responsive service and support to its member agencies, and that member agencies are regularly updated how RISS and MOCIC can benefit their law enforcement mission.

Purpose: This guideline is designed to assist Law Enforcement Coordinators in fulfilling their responsibilities by setting forth the expectations of MOCIC with regard to procedure and performance.

I. GENERAL

- A. MOCIC has established the position of MOCIC Law Enforcement Coordinator (LEC) for the purpose of providing liaison with and responsive service to MOCIC member law enforcement agencies in the field.
- B. MOCIC has divided its nine-state Midwestern service region into designated areas, called districts. A LEC is assigned to each district, and may be required to live in the assigned district. The LECs primary responsibility is to routinely contact member agencies in their assigned districts to facilitate and enhance information sharing, investigative support and officer safety using RISS resources and MOCIC services and resources.
- C. LECs serve under the direct supervision of the Executive Director. The Executive Director may from time to time designate the Executive Secretary as the point of contact to receive information relative to the LEC's schedule, time sheet and other administrative or service matters.
- D. MOCIC has created the Law Enforcement Coordinator Suite (the Suite), a resource exclusive to the LECs to simplify their administrative responsibilities from their field locations. The Suite is available on the MOCIC intranet under the Forms tab. LECs are expected to account for all duty time and LECs must record their daily work-related activities in the Suite, including, but not limited to all agency contacts and attempted contacts, meetings, conferences, time spent on applications and reapplications, training session, vehicle mileage and maintenance. The daily work schedule that has been planned should be recorded under the schedule tab no later than the prior day, i.e. agency name, driving time, office time, etc. The LEC will also use the Suite to create expense reports, time sheets and other administrative reporting forms.
- E. LECs will conduct their activities in compliance with applicable Federal, state and local laws, MOCIC Constitution and Bylaws, MOCIC Personnel Policies and Administrative Operating Guidelines and MOCIC Standard Operating Procedures. MOCIC Constitution and Bylaws, MOCIC Personnel Policies and Administrative Operating Guidelines and MOCIC Standard Operating Procedures are posted on the MOCIC intranet under the Documents tab.

- F. MOCIC LECs are considered exempt employees under the provisions of the Fair Labor Standards Act (FLSA). Information regarding salary and compensation time can be found in Article 12, MOCIC Personnel Policy and Administrative Operating Guidelines, and Standard Operating Procedure #20, which are located on the MOCIC intranet under the Documents tab.
- G. These guidelines are not intended to replace or supersede current MOCIC policies or procedures other than previous guidelines established for Field Coordinators or LECs.

II. EXPECTATIONS

A. Member Agency Contact

1. LECs are expected to organize their activities in consultation with the Director so as to establish a schedule that permits routine personal contact with member agencies in their region. Some agencies may require substantially more contact than others.
2. LECs are expected to maintain regular contact with member agencies through the following methods:
 - a. **On-Site Visits:** LECs may travel to the member agency when directed or in the LECs discretion there is a need for a face-to-face assistance that cannot be provided via phone or e-mail. The LEC may also travel to the member agency at the request of a member agency or to visit a non-participating member agency. (See Section B (1) regarding participation). The LEC is expected to exercise reasonable and prudent judgment in expending MOCIC funds for on-site visits. The LEC should make advance appointments for on-site visits whenever possible. If the LEC is unable to meet with any agency personnel identified in A (3) (a), the time associated with the visit may be recorded in the Suite as an attempted on-site visit.
 - i. **CISOPS Visits:** The LEC is specifically expected to travel to each member agency office biennially to assess the agencies compliance with the requirements of 28 C.F.R., Part 23, and complete the Compliance with Intelligence Systems Operating Policies (CISOP) with administrative head of the agency.
 - a. Each LEC is expected to conduct these CISOPs visits with one half of their total district membership each year and should include a proportionate number of local, county, state and Federal agencies.
 - b. In order to make a submission into the RISSIntel databases, an agency must have a CISOPs on file, and CISOPs expire two years from the date of the last one on file. Refer to the "Reports" section of the Suite to find the date of each member agency's filed CISOP. You can quickly identify which CISOPs are overdue by checking the "Report/Without CISOP" link.
 - c. If the primary agency has a CISOP, it covers all its related secondary agencies.
 - d. The LEC should record the number of sworn officers employed by the agency on the CISOP form, which must be submitted to the MOCIC Membership Support Coordinator.
 - b. **Phone Visits:** Regular phone contact with active agencies may suffice in place of on-site visits where an on-site visit is not warranted.

- c. **Remote Event Visits:** LECs are encouraged to participate in area meetings and conferences, and to make contact with member agencies at these events. Agency visits may be conducted with member agency officers at these events.
 - d. **Secondary Agency Visits:** Secondary agencies are used when the primary agency has several sub offices reporting to the same administrative head. MOCIC prefers to have the primary agency head designated as the secondary agency executive. Secondary agencies should be contacted by on-site visit or by phone.
3. MOCIC expects the LEC will accomplish the following during an on-site, phone or remote event visits:
- a. Contact the member agency representative, if possible, to discuss any problems or issues, unless the purpose of the visit was to complete the CISOP, which should be completed with the administrative head of the agency. In the event the member agency representative is not available, the agency administrative head, alternate member, or other agency member with a security control card on file may be contacted.
 - b. Check the agency information in the MOCIC membership directory for accuracy. Record membership changes, including personnel changes, telephone/address changes, and changes in the rank or position of individual officers. Changes must be submitted to the Membership Support Coordinator through the Suite. Changes in the agency administrative head should be reported to the Administrative Clerk to implement the reapplication process in accordance with MOCIC Standard Operating Procedure #22, which can be found on the MOCIC intranet under the Documents tab. (See Section C(3))
 - c. Check on any ongoing MOCIC-assisted projects using MOCIC equipment, analytical and digital forensics services to determine if provided resources or services are adequate and appropriate, as well as whether required progress reports and receipts have been submitted. This information should be recorded in the Suite.
 - d. Encourage use of and/or demonstrate the services and resources available through RISS and MOCIC, including but not limited to intelligence sharing between member agencies through submissions and inquiries to the RISSIntel database.
 - i. LECs are authorized to access RISS databases for purposes of demonstration and/or troubleshooting.
 - ii. Disseminations from the database should be performed by MOCIC intelligence staff to ensure consistent compliance with MOCIC's intelligence dissemination policies.
 - e. Encourage connection to MOCIC/RISS through RISSNET whenever the member agency has computer capabilities and Internet access.
 - f. Provide any technical assistance necessary, which may include activating new RISSNET accounts or troubleshooting existing RISSNET account access.
 - i. Without exception, any installations to member agency computers must be approved by the administrative head, executive, agency representative or alternate.
 - ii. Record the number of RISSNET accounts activated, if applicable, in the Suite.

- iii. Remind member officers that activating new RISSNET accounts may take up to four hours after the online registration and verification form is received by MOCIC IT staff and that full access to all RISSNET resources may take up to 24 hours.
 - g. Encourage feedback from officer as to the utility of the service provided by MOCIC and identify possible success stories or positive comments about the agency's use of RISS/MOCIC services and resources. Any feedback or success story/quote information should be transmitted back to the Center, either to the Executive Director or an appointed designee and should be recorded on the appropriate form within the Law Enforcement Coordinator Suite.
 - h. Perform other services, support or consultation as appropriation and/or necessary.
- 4. MOCIC encourages LECs to engage in regular e-mail contact with member agencies to keep them informed about information the LEC feels is pertinent. However, LECs should exercise reasonableness and prudence with regard to the frequency of general e-mail blasts to members in their district.

B. Member Agency Participation

- 1. MOCIC strives for participation from at least 75% of the agencies in each district and the LEC's goal should be to achieve that 75% participation in their assigned district. An agency is considered to be participating if it meets one or more of the criteria listed below in a 12-month period:
 - a. Made one or more submissions to the RISSIntel Database
 - b. Made one or more inquiries to the RISSIntel Database
 - c. Made one or more entries into RISSafe
 - d. Attended MOCIC training
 - e. Attended the MOCIC Annual Conference
 - f. Used MOCIC Analytical Services
 - g. Used MOCIC Intelligence Research Services
 - h. Used MOCIC Equipment Services
 - i. Used MOCIC Confidential Funds
 - j. Used MOCIC Digital Forensics Services
 - k. Used MOCIC Audio or Video Enhancement Services

C. Additional Liaison Activities

- 1. **Meetings, Presentations and Training:** In addition to participating in law enforcement meetings or groups to discuss MOCIC/RISS services or relating to intelligence exchange, LECs are expected to participate in statewide meetings and training sessions involving law enforcement organizations and state law enforcement agencies, including fusion centers.
 - a. MOCIC expects LECs to make every effort to be included in the meeting or training agenda to address attendees. If that is not possible, LECs should arrange to set up a table highlighting MOCIC/RISS services. LECs must obtain the approval of the Executive Director if there is a fee associated with attending the statewide meeting or training session in any capacity, either as presenter, exhibitor or attendee.

- b. MOCIC expects each LEC to strive toward a goal of a minimum of ten presentations per calendar year to groups of 25 people or more.
 - c. Presentations and participation in meetings, groups, statewide meetings or training sessions should be recorded in the Suite, including the city, state total number of agencies (member and non-member) and total number of attendees present.
 - d. LECs should attend job-related training relevant to the performance of the duties and responsibilities of a LEC, including relevant online training. LECs must obtain the approval of the Executive Director if there is a fee associated with attending the statewide meeting or training session in any capacity. Training of this type should be reported in the Suite as a Record of Training.
- 2. **Executive Committee Members:** LECs are expected to maintain effective communications with the Executive Committee Members that represent the states in their assigned district. This includes personal contact and discussions concerning MOCIC activities when necessary. Each communication or contact with an Executive Committee Member must be documented in the Suite.
- 3. **Recruitment/Membership Application and Reapplication:** LECs may be required to make non-member contacts, as requested, to facilitate the membership process, including recruiting new members or conducting investigations or preparing reports for another agency's suitability for membership.
 - a. The standard procedure for processing membership applications, reapplications, temporary memberships and reinstatements is contained in MOCIC Standard Operating Procedure #22 located on the MOCIC intranet under the Documents tab.

III. PROHIBITED ACTIVITIES

- A. LECS are prohibited from operational or investigative functions associated with duties of sworn or non-sworn law enforcement officers, including, but not limited to, the following:
 - 1. Contacting or otherwise handling Informants, including payment of informants and briefing or debriefing informants.
 - 2. Participating in any fixed or mobile surveillance.
 - 3. Participating in any law enforcement investigative activity, including purchase of evidence, or undercover operations, such as drug buys or sting operations.
 - 4. Use of or carrying any firearm or other dangerous weapon while in the performance of MOCIC duties.
 - 5. Disseminating intelligence from the RISSIntel/RISSGang Database, which should be handled by the MOCIC intelligence section to ensure consistent compliance with MOCIC intelligence dissemination policies.

- B. LECs are prohibited from downloading, installing or otherwise using any software, programs or other technology on their MOCIC computer or other MOCIC IT resources that has not been approved by the Director and/or the Information Technology Supervisor. LECs are expected to follow Standard Operating Procedure #13 with regard to electronic and digital security and use of MOCIC resources.
- C. LECs are prohibited from involvement in any part of the process to elect Executive Committee Members or Alternates, including campaigning or soliciting support for any individual seeking one of these positions, or any effort to unseat a current Executive Committee Member.
- D. LECs are prohibited from attempting to influence Executive Committee Members with regard to establishing MOCIC policy or changing policy established by the Director. LECs are expected to remain neutral on such issues and refer any questions of this nature to the Director through the proper chain of command. Nothing in this paragraph prohibits Law Enforcement Coordinators from assisting Executive Committee Members with MOCIC business.

IV. EXPENSES

- A. **Cash Advance:** LECs receive a one-time cash advance for expenses at the time they are hired. LECs are required submit a Weekly Expense Record for each seven-day work period to reconcile expenses incurred with funds received.
- B. **Credit Card:** LECs receive a company credit card to pay for travel and other expenses approved by MOCIC management. If there is any question whether an item is an allowable expense or purchase, LECs should get prior approval from the Director, or in his absence, the Executive Secretary or a member of management. At the end of each week, LECs must submit receipts for that week's expenses to the Accounting Clerk for payment. This procedure permits a continuous flow of expense money and receipting of expenditures.
- C. **Travel Expenses:** LECs must comply with Article 26, MOCIC Personnel Policy and Administrative Operating Guidelines (found on the MOCIC intranet under the Documents tab) with respect travel expenses, including transportation, per diem and lodging.
 - 1. LECs are expected to try to economize their expenses, including travel expenses. At lodging facilities, LECs should request the government rate or other available discount rate, and attempt to stay abreast of competitive pricing for equal and adequate lodging. LECs are not expected to endure substandard lodging in their effort to economize, but rather seek fair pricing on acceptable facilities.
- D. **Out-of-District Travel:** While on duty, LECs must obtain approval from the Director, or in his absence to the Executive Secretary or other member of management, when traveling outside of their assigned district. LECs will submit a Travel Request in accordance with Article 26, MOCIC Personnel Policy and Administrative Operating Guideline, anytime an assignment requires travel out of the MOCIC region.
- E. **Cell Phone:** LECs will be reimbursed for cell-phone expenses in accordance with Standard Operating Procedure #41, which can be found on the MOCIC intranet under the Documents tab.

V. REPORTS

- A. All LECs are expected to keep timely and accurate records of all their activity, expenses, schedules and other required information in the Suite. The information recorded in the Suite will be used to generate a number of reports that LECS are responsible for submitting to the MOCIC Center, including:
1. **Weekly Activity Report:** LEC activities are reported at the end of each week using the electronic Weekly Activity Report, which is produced from data gleaned from the Suite. Weekly activity will be submitted electronically by the end of the workday on Friday of each work week via the Suite.
 2. **Time Sheet:** The electronic time sheet, available via the Suite, must be submitted no later than 1700 hours, the last Friday in each pay period.
 3. **Expense Report:** Expense Reports are submitted weekly should be submitted with receipts electronically. Per diem rates are determined by Federal guidelines and rates information is posed in the Suite. To avoid confusion, all time should be recorded in military time.
 4. **Membership Application/Reapplication Report:** LECs are required to use the standardized electronic format to report findings of their investigations concerning suitability of an agency for MOCIC membership (application) or suitability for continued membership upon change of administrative head (reapplication) in accordance with Standard Operating Procedure #22.
 5. **Record of Training Report:** The Record of Training report is gleaned from data entered in the Suite from training/seminars or conferences, the LEC attended as a student related to the LEC position.
 6. **CISOP Reports:** Effective June 1, 2002, MOCIC policy for agency visits by LECs to determine Compliance with Intelligence Systems Operating Policies (CISOP) as required by Federal Regulations, will be based on a two year rotation. See section II (A)(2)(i) for additional details regarding CISOPs. The Director and the Membership Support Coordinator will monitor the LECs performance with regard to CISOP completion, which is included with other statistics reported to the Bureau of Justice Assistance through IIR each quarter.
 7. **PF Progress:** This report is required when visiting an agency with an open project file (PF) concerning analytical cases, equipment or digital forensics cases. The report should discuss and address pertinent issues including performance and compliance with policy, describing who, what, where, when, why and how. The report will become a part of the project file. PF progress reports should be in a narrative format and submitted via e-mail to the Comptroller. Confidential Funds and Equipment guidelines can be found on the MOCIC web site.
 8. **Accident/Incident Report:** An Accident/Incident Report must be completed after any duty-related injury to the employee or duty-connected vehicular accident in accordance with Article 19, MOCIC Personnel Policy and Administrative Operating Guidelines. This form should be completed electronically and is available via the Suite.

VI. LEC VEHICLE

- A.** LECs will be assigned an MOCIC vehicle (either leased or purchased) for use in carrying out their official duties and responsibilities. The MOCIC vehicle may only be used for official business and only driven by MOCIC employees or Executive Committee Members. Beginning and ending vehicle mileage, with total mileage, must be reported in the Weekly Activity Report.

B. Maintenance:

1. **Purchased:** Vehicles purchased by MOCIC will be maintained as recommended by the manufacturer. The vehicle will be kept in good condition and repair at all times, so as not to detract from the resale value of the vehicle. The Director must approve vehicle repairs exceeding \$200.
2. **Leased:** Some vehicles assigned to the LECs are leased through Enterprise Fleet Management (EFM). Each vehicle has the Full Maintenance Program included in the monthly lease payment. All maintenance services are to be performed by EFM and are payable by EFM. Each vehicle will have an assigned EFM Maintenance Card, which the LEC will provide to the business performing the maintenance service. The card instructs the business to call Enterprise to authorize the service or repairs and arrange for payment. As indicated above, routine maintenance will be performed as recommended by the manufacturer.

- C. Accidents:** In the event a LEC is involved in an accident with the assigned vehicle, the LEC should notify law enforcement authorities as well as the Director or other supervisory level employee and comply with Article 19, MOCIC Personnel Policy and Administrative Operating Guidelines.

- D. Law Violations:** Any violation of law or traffic summons other than parking, received by a LEC, should be reported to the Director in accordance with Article 5, MOCIC Personnel Policy and Administrative Operating Guidelines and Standard Operating Procedure #37.