

City of Alexandria, Virginia

MEMORANDUM

DATE: NOVEMBER 19, 2003

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER

SUBJECT: CONSIDERATION OF (A) MEMORANDUM OF UNDERSTANDING WITH U.S. BUREAU OF ALCOHOL, TOBACCO AND FIREARMS (ATF) CREATING THE NORTHERN VIRGINIA ARSON AND EXPLOSIVES TASK FORCE (NVAETF), (B) MEMORANDUM OF AGREEMENT BETWEEN ATF AND ARLINGTON COUNTY REGARDING REIMBURSEMENT FOR NVAETF, AND (C) DRAFT MEMORANDUM OF UNDERSTANDING FOR NORTHERN VIRGINIA FIRE INVESTIGATIONS

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**ISSUE:** Consideration of (a) the Memorandum of Understanding (MOU) with U.S. Bureau of Alcohol, Tobacco and Firearms (ATF) creating the Northern Virginia Arson and Explosives Task Force (NVAETF), (b) Memorandum of Agreement between ATF and Arlington County regarding reimbursement for NVAETF, and (c) Draft MOU for Northern Virginia Fire Investigations.

**RECOMMENDATION:** That City Council approve:

- (a) the Memorandum of Understanding with ATF;
- (b) the Memorandum of Agreement with the ATF and Arlington County;
- (c) the City's participation in the Memorandum of Understanding for Northern Virginia Fire Investigations; and
- (d) authorize the City Manager to execute these documents.

**DISCUSSION:** Alexandria, and most Northern Virginia jurisdictions have limited staff armed to investigate and prosecute those involved in setting incendiary fires, manufacturing explosives, bombs and committing environmental crimes. Since September 11, 2001, all localities have become more involved with the investigation and prevention of such incidents. The City could be asked to assist in an investigation created by an incident involving one of these events that could take place within our boundaries or in another jurisdiction, on the Woodrow Wilson Bridge

or even on the Potomac River.

The City does not have the equipment, staff and resources that would be needed to deal with a very large scale incident. To address this concern, we are joining with several other Northern Virginia jurisdictions to form a partnership with the U.S. Bureau of Alcohol, Tobacco and Fire Arms (ATF). The Memorandum of Understanding with ATF (Attachment 1) will allow staff and resources from other areas to join with ATF, to assist in the investigation and assist in identifying and prosecuting persons responsible for such acts.

The Memorandum of Agreement with ATF would establish the procedures and responsibilities of both the City and ATF for the reimbursement of certain overtime expenses incurred by the City while assisting ATF in joint law enforcement operations. The Memorandum of Understanding with the other Northern Virginia jurisdictions (Attachment 3) provides a vehicle for sharing resources in the region.

**FISCAL IMPACT:** The Memorandum of Agreement between the ATF and Arlington County (Attachment 2) provides for reimbursement of eligible expenses. ATF has agreed to reimburse the City for any overtime costs incurred as a result of our personnel working outside of the City. ATF also will assist the City with our large scale investigations, thus the fiscal impact is considered to be minimal.

**ATTACHMENTS:**

- Attachment 1. Memorandum of Understanding with ATF
- Attachment 2. Memorandum of Agreement between ATF and Arlington County
- Attachment 3. Memorandum of Understanding for Northern Virginia Fire Investigations

**STAFF:**

- Gary Mesaris, Fire Chief
- Art Dahlberg, Director, Code Enforcement



DEPARTMENT OF THE TREASURY  
BUREAU OF ALCOHOL, TOBACCO AND FIREARMS



**FILE**

**MEMORANDUM OF UNDERSTANDING BETWEEN THE  
BUREAU OF ALCOHOL, TOBACCO AND FIREARMS  
NORTHERN VIRGINIA  
ARSON AND EXPLOSIVES TASK FORCE  
AND  
THE COUNTY OF ARLINGTON VIRGINIA FIRE DEPARTMENT  
THE COUNTY OF LOUDOUN VIRGINIA FIRE DEPARTMENT  
THE COUNTY OF PRINCE WILLIAM VIRGINIA FIRE DEPARTMENT  
THE COUNTY OF STAFFORD VIRGINIA FIRE DEPARTMENT**

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This Memorandum of Understanding (MOU) is made on the 23<sup>rd</sup> day of January 2002, between the U.S. Department of Treasury, Bureau of Alcohol, Tobacco and Firearms (ATF) and the Counties of Arlington, Loudoun, Prince William, and Stafford, Virginia Fire Departments (hereinafter referred to as the "Fire Departments"), and hereinafter collectively referred to as "the parties".

The Bureau of Alcohol, Tobacco and Firearms (ATF) and the Fire Departments agree to cooperate in the investigation of fires and/or explosive incidents, within Federal jurisdiction, in the Northern Virginia region.

This MOU will formalize relationships between the participating agencies with regard to procedures and utilization of resources in order to maximize interagency cooperation and coordination.

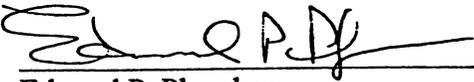
All the Parties Agree:

1. The ATF and the Fire Departments agree to cooperate in the investigation of fires and/or explosive incidents, within Federal jurisdiction, in the Northern Virginia region. The vehicle for this cooperation is the ATF/Northern Virginia Arson and Explosives Task Force (hereinafter "the NVAETF"), which is established by this MOU. The NVAETF will investigate fires, arsons and explosive incidents in the Northern Virginia region. Under the NVAETF, these parties will continue to cooperate and work together to investigate and solve all arsons and arson related crimes.
2. Task Force investigators are expected to investigate Federal arson and explosive violations and travel if necessary to achieve the enforcement goals of the Task Force. The objectives of the Task Force are:
  - A. Identify and target arson for profit schemes and arson/explosives incidents, which fall under Federal jurisdiction.
  - B. Conduct investigations of arson/explosives crimes that will lead to prosecution in the Federal courts of law.

3. To accomplish the objectives, ATF will assign Special Agents and a Supervisory Special Agent to the Northern Virginia Arson and Explosives Task Force. The fire department investigators assigned to the Task Force will be deputized as Federal officials, and while on duty and acting within the scope of their Federal deputation, will be under Federal supervision and will be deemed an employee of the United States for purposes of the Federal Tort Claims Act, other Federal Tort liability statutes and under the Standards of Conduct for Employees of the Executive Branch. Task Force members will ensure that their personal financial interests will not conflict with their official duties on the Task Force.
4. ATF will activate the Task Force upon notification of an incident falling under Federal jurisdiction, or at the request of the agency, which is responsible for the response, and investigation of fire, arson, and explosives incidents. Once an incident and/or follow up investigation is deemed manageable for the case agent/investigator, the Task Force investigators will return to their regularly assigned duties at their respective agencies.
5. The Task Force will fall under the supervision of the Resident Agent in Charge (RAC), Falls Church I Field Office, Washington Field Division. All activities of the Task Force will be directed by the RAC, but this shall not undermine the authority of an agency's supervisor to direct the activities of a subordinate in non-NVAETF matters. The investigators assigned to the Task Force shall adhere to all ATF policies and procedures that apply to their official task force duties. Failure to adhere to these ATF policies and procedures shall be grounds for dismissal from the Task Force. Task Force members will otherwise remain subject to their own agency policies and procedures.
6. Task Force members will not routinely carry ATF weapons. Task Force investigators shall qualify quarterly with their agency issued firearms, using and complying with ATF's firearms proficiency standards. ATF Certified firearms instructors shall train and administer the ATF Firearms Proficiency Course to measure firearms proficiency. If task force investigators can document similar training and qualification from their agencies, such documentation may be substituted. All members must meet ATF standards in order to be a member of the Task Force.
7. Task Force investigators shall share information and work collectively to accomplish the objectives. The release of information is subject to ATF regulations and the Federal Rules of Criminal Procedure, Rule 6(e). Task Force investigators will collect and enter information into the ATF N-Force Reporting System. Training will be made available to Task Force investigators relating to such topics as ATF rules and regulations, reporting requirements, property and evidence, use of force, and other related training.

8. During the period of assignment to the Northern Virginia Arson and Explosives Task Force, the investigators own agencies will remain responsible for establishing the salary and benefits. Subject to the availability of funds, ATF will reimburse the fire departments for overtime payments made by the investigators assigned to the task force up to a sum of \$13,000.00 per assigned investigator. Overtime will be treated in an "Overtime Memorandum of Understanding," which will define the obligations of the parties and the procedures involved and take precedence to this MOU for matters dealing with overtime.
9. Parties to this MOU may terminate their participation at any time upon providing 30 calendar days advance written notice of their intent to withdraw to all other parties in this MOU.

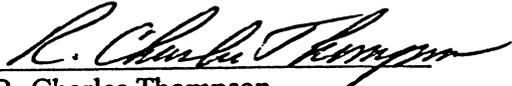
  
Jeffrey R. Roehm  
Special Agent in Charge  
Washington Field Division  
Bureau of ATF

  
Edward P. Plaugh  
Chief  
County of Arlington Fire Department

Date: 1/23/02

Date: 2-22-02

  
Robert Griffin  
Chief  
County of Loudoun Fire Department

  
R. Charles Thompson  
Director  
County of Stafford Fire and Rescue

Date: 3/13/02

Date: 2-20-02

  
Mary Beth Michos  
Chief  
Prince William County Fire Department

Date: 2/24/02



**FILE**



DEPARTMENT OF THE TREASURY  
BUREAU OF ALCOHOL, TOBACCO AND FIREARMS  
WASHINGTON, DC 20226

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MEMORANDUM OF AGREEMENT BETWEEN THE  
BUREAU OF ALCOHOL, TOBACCO AND FIREARMS  
AND  
ARLINGTON COUNTY FIRE DEPARTMENT  
FOR  
REIMBURSEMENT OF OVERTIME SALARY COSTS  
ASSOCIATED WITH  
ATF/NORTHERN VIRGINIA ARSON AND EXPLOSIVES TASK FORCE  
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This Memorandum of Agreement (MOA) is entered into by the Bureau of Alcohol, Tobacco and Firearms (ATF) and the Arlington County Fire Department for the purpose of reimbursement of overtime salary costs incurred by the Arlington County Fire Department in providing resources to assist ATF in ATF/Northern Virginia Arson and Explosives Task Force investigations.

Payments may be made to the extent they are included in ATF's Fiscal Year Plan and the monies are available to satisfy the requests(s) for reimbursable overtime expenses.

**I. DURATION OF THIS MEMORANDUM OF AGREEMENT**

This MOA is effective with the signatures of all parties and terminates at the close of business on September 30, 2006, subject to Section VII of the MOA.

**II. AUTHORITY**

This MOA is established pursuant to the following provisions:

1. 31 U.S.C. 9703, the Treasury Forfeiture Fund Act of 1992, which provides for the reimbursement of certain expenses of local, county, or State law enforcement agencies incurred as participants in joint operations/task forces with a Department of the Treasury law enforcement agency.
2. Annual Treasury, Postal Service and General Government Appropriation Law, which provides for the reimbursement of overtime salary costs of local, county, or State law enforcement agencies incurred while assisting ATF in joint law enforcement operations.

The funding for fiscal years 2002, 2003, 2004, 2005, and 2006 are contingent upon annual appropriation laws and 31 U.S.C. Section 332. If available, funding will be provided through a separate funding document.

**III. PURPOSE OF THIS MEMORANDUM OF AGREEMENT**

This MOA establishes the procedures and responsibilities of both the Arlington County Fire Department and ATF for the reimbursement of certain overtime expenses incurred pursuant to the authority in Section II.

**IV. NAME OF JOINT OPERATION/TASK FORCE (if applicable)**

The name of this joint operation/task force: ATF/NORTHERN VIRGINIA ARSON AND EXPLOSIVES TASK FORCE

**V. CONDITIONS AND PROCEDURES**

A. The Arlington County Fire Department shall assign officer(s) to assist ATF in the investigations in the Arlington County, Virginia area. To the maximum extent possible, the officer(s) will be assigned on a dedicated, rather than rotational basis. The Arlington County Fire Department shall provide ATF with the name(s), title(s), and employee identification number(s) of the officer(s) assigned to the investigation.

B. The Arlington County Fire Department may request reimbursement for payment of overtime expenses directly related to work performed by its officer(s) assigned as members of a joint operation/task force with ATF for the purpose of conducting an official Treasury investigation.

C. The Arlington County Fire Department shall provide ATF, within 10 days of the signing of this MOA, with the contact name, title, telephone number and address. The Arlington County Fire Department shall also provide the name of the official responsible for providing audit information under paragraph VI of this MOA, and the name of the official authorized to submit an invoice to ATF under D.

The Department shall provide the ATF Supervisor, within ten (10) calendar days of the signing of this agreement, with the financial institution where the law enforcement agency wants the Electronic Funds Transfer (EFT) payment deposited for reimbursement. The mechanism for this is the SF 3881, ACH Vendor/Miscellaneous Payment Enrollment Form, which is Attachment A. When completed, forward this form to the ATTN: Special Agent in Charge, Asset Forfeiture & Seized Property Branch, Bureau of Alcohol, Tobacco & Firearms, 650 Massachusetts Avenue NW, TechWorld 680, Washington, DC 20226.

D. Invoices submitted to ATF for the payment of overtime expenses must be submitted on the Department of the Treasury, local, county, etc., reimbursement request form. The invoice shall be signed by an authorized representative of the agency.

E. The Arlington County Fire Department will submit all requests for reimbursable payments, together with the appropriate documentation to ATF by the 10th day of each subsequent month that the agency is seeking reimbursement. If the reimbursement request is not received by the signatory in the ATF field office by the 10th of the subsequent month, the ATF field office will advise the agency, in writing, that the reimbursement request is late,

and if the reimbursement request is not received within the next 10 working days, the overtime costs will not be reimbursed. No waivers or extensions will be granted or honored.

F. The Arlington County Fire Department will submit the request for reimbursement to ATF, ATTN: Supervisor, 7799 Leesburgh, Suite 600 S Tower, Falls Church, Virginia 22043.

G. The ATF Supervisor shall be responsible for certifying that the request is for overtime expenses incurred by the Arlington County Fire Department for participation with ATF during the joint operation/task force. The responsible State or local official shall also certify that requests for reimbursement of overtime expenses have not been made to other Federal law enforcement agencies.

H. The Arlington County Fire Department acknowledges that they remain fully responsible for their obligations as the employer of the officer(s) assigned to the joint operation/task force and are responsible for the payment of the overtime earnings, withholdings, insurance coverage, and all other requirements by law, regulations, ordinance or contract regardless of the reimbursable overtime charges incurred.

I. All reimbursable hours of overtime work covered under this MOA must be approved in advance by the ATF first line supervisor.

J. The ATF first line supervisor will forward all approved reimbursement requests to the Special Agent in Charge, Asset Forfeiture and Seized Property Branch, for payment.

K. This document does not obligate funds. Funding authority will be provided through other documents. The maximum reimbursement for overtime costs to any one law enforcement officer cannot exceed thirteen-thousand (\$13,000.00) dollars during any fiscal year (October 1 – September 30).

## **VI. PROGRAM AUDIT**

This MOA and its procedures are subject to audit by ATF, the Department of the Treasury-Office of Inspector General, the General Accounting Office, and other authorized auditors. The Arlington County Fire Department agrees to permit such audits and agrees to maintain all records relating to these transactions for a period of not less than three years; and in the event of an on-going audit, until such time as the audit is completed.

These audits include reviews of any and all records, documents, reports, accounts, invoices, receipts, or expenditures relating to this agreement; as well as, the interview of any and all personnel involved in these transactions.

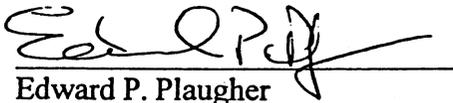
**VII. REVISIONS**

The terms of this agreement may be amended upon written approval by the original parties, or their designated representatives. The amendment becomes effective upon the date of approval. Either party can cancel this agreement upon 60 days written notice to the other party. The ATF will only process request for overtime for overtime incurred before the date of cancellation, absent a specific written agreement to the contrary.

**VIII. NO PRIVATE RIGHT CREATED**

This is an internal government agreement between ATF and the Arlington County Fire Department and is not intended to confer any right or benefit to any private person or party.

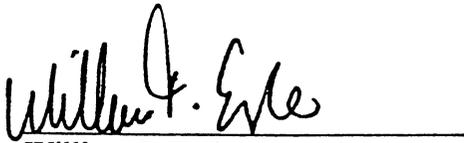
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Edward P. Plaughner  
Chief  
Arlington County Fire Department

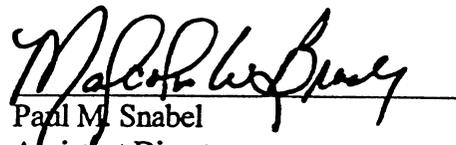
Date: 2-22-02

  
Jeffrey R. Roehm  
Division Director  
Washington Field Division  
Bureau of ATF

Date: 2/13/02

  
William T. Earle  
Assistant Director  
Management/CFO  
Bureau of ATF

Date: 2/7/02

  
Paul M. Snabel  
Assistant Director  
Field Operations  
Bureau of ATF

Date: 2/4/02



**FILE**

**NORTHERN VIRGINIA  
FIRE INVESTIGATIONS  
MEMORANDUM OF UNDERSTANDING-AGREEMENT**

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CITY OF ALEXANDRIA

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CITY OF FAIRFAX

COUNTY OF ARLINGTON

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COUNTY OF FAIRFAX

COUNTY OF LOUDOUN

COUNTY OF PRINCE WILLIAM

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**I. Purpose:**

This Memorandum of Understanding (MOU) Agreement, hereafter known as the Fire Investigations MOU Agreement, is intended to provide a mechanism for the mutually beneficial utilization of investigative resources and assistance for the investigation of fires, bombings and environmental crimes.

**II. Parties to this Memorandum Agreement:**

This Fire Investigations MOU Agreement is made for the purpose of providing mutual exchange of investigative resources and assistance upon request between the Fire Marshal's Offices of the following jurisdictions:

Arlington County, Virginia (includes the City of Falls Church)

City of Alexandria, Virginia

City of Fairfax, Virginia

Fairfax County, Virginia (includes the Towns of Clifton, Herndon and Vienna)

Loudoun County, Virginia

Prince William County, Virginia

The Chief of Fire and Rescue of each jurisdiction shall serve as the signatories to this MOU Agreement.

**III. Proviso**

The parties to this Fire Investigations MOU Agreement concur with the following provisions specific to the use of investigative resources and assistance:

A. For the purpose of this MOU Agreement, the Northern Virginia Investigations area shall be comprised of the entire geographic land area within the political subdivisions of Arlington County, City of Alexandria, City of Fairfax, City of Falls Church, Fairfax County, Loudoun County and Prince William County.

B. Fire marshals from the Assisting Localities shall operate under the control of the Chief Fire Marshal of the requesting locality or designee and/or any incident command system in effect at the time of their activities.

- C. Fire marshals from Assisting Localities operating under control of a Requesting locality shall have the same authority as a fire marshal with police powers employed by the Requesting locality.
- D. Localities participating in this MOU agreement shall not permit their employees to participate in the investigation of fires, explosions and other similar events for financial gain within the jurisdictions covered by this agreement.
- E. Each party's Public Safety Communications Center shall serve as the primary source for a mutual assistance request in that party's jurisdiction. Requests may be made by telephone, radio or via computer network. Each Communication Center shall also maintain records and reports of mutual assistance incidents, using their established procedures. Records, reports and information concerning mutual assistance incidents shall be provided to the parties to this MOU agreement, when requested through the appropriate method.
- F. Each party shall participate in the development of operational guidelines to be used during mutual assistance incidents. These guidelines shall cover such areas as: initiation of requests, qualifications of personnel, communications procedures, coordination and control, etc. These operational guidelines shall be reviewed annually by the Northern Virginia Joint Committee on Fire and Arson Investigation Coordinating Group.

**IV. Costs for Services**

In general, a party to this MOU agreement shall not be indebted to another party for the cost of any usual and customary investigative assistance rendered by that other party in accordance with the terms and conditions of this MOU agreement. However, in the event of a specific incident where the requesting locality's responsible jurisdiction may be able to recover costs concerning a specific incident, the costs incurred by an assisting locality's jurisdiction may be reimbursed to that jurisdiction if said costs are recovered from the party legally responsible for causing the incident.

When the requesting locality's responsible jurisdiction is able to recover costs, the assisting localities' jurisdictions shall be reimbursed to the greatest extent possible, by the requesting locality's host jurisdiction, for direct costs related to their participation in the incident.

**V. Services for Public Purpose**

All services performed and expenditures made under this MOUagreement shall be deemed for public and governmental purposes.

**VI. Modification and Termination of Memorandum Agreement**

- A. This MOUagreement may be modified, in writing, at any time the parties deem it necessary. Suggested modifications to this MOUagreement shall be developed in writing and distributed to each party for their review and comment. A modification to this MOUagreement must be approved or rejected by all of the signatories.
- B. Any party may terminate their participation in this MOUagreement by submitting written notice of their withdrawal to the other parties. A termination notice shall be provided at least ninety (90) days in advance of the effective date of such termination to provide time for any adjustments in procedures that may be necessary. The ninety (90) day advance notice provision is void if termination is required by law, ordinance, local regulation or other reason beyond the control of the local fire department.

**VII. Date of Effectiveness**

The terms and conditions of this MOUagreement shall become effective on the date that the representatives of each jurisdiction sign this MOUagreement. The provisions of this MOUagreement shall remain in full force and effect until such time that this MOUagreement is modified or terminated by the parties.

**VIII. Signatures**

**For Arlington County Fire Department**

\_\_\_\_\_  
Edward P. Plaugher  
Fire Chief

Dated \_\_\_\_\_

**For City of Alexandria Fire Department**

\_\_\_\_\_  
Thomas M. Hawkins, Jr.  
Fire Chief

Dated \_\_\_\_\_

**For City of Fairfax Fire and Rescue**

\_\_\_\_\_  
**Gary A. Mesaris**  
**Fire Chief**

**Dated** \_\_\_\_\_

**For Fairfax County Fire and Rescue Department**

\_\_\_\_\_  
**Edward L. Stinette**  
**Fire Chief**

**Dated** \_\_\_\_\_

**For Loudoun County Fire and Rescue**

\_\_\_\_\_  
**Robert Griffin**  
**Assistant County Administrator**

**Dated** \_\_\_\_\_

**For Prince William County Fire and Rescue**

\_\_\_\_\_  
**Mary Beth Micos**  
**Director**

**Dated** \_\_\_\_\_



# NORTHERN VIRGINIA FIRE INVESTIGATION AGREEMENT

## OPERATING GUIDELINES

### PURPOSE:

To establish procedures for providing investigative resources and assistance between the participating jurisdictions of the Northern Virginia Fire Investigations Agreement.

### DEFINITIONS:

- Assisting Locality - A jurisdiction providing investigative resources to a Requesting locality
- Requesting Locality - The locality where an investigation is being conducted and that has requested investigative resources from a participating jurisdiction

### REQUESTS FOR ASSISTANCE:

Requests for investigative resources and assistance shall normally be made through the Emergency Communications Centers of the localities from where assistance is desired. In instances where limited resources such as a specific person and/or capability are needed, the request may be made directly to a supervisor in the Fire Marshal's Office where the needed resource exists, if it would expedite the request.

Requests for assistance should include, at a minimum, the following information:

- ◆ Box number (if used by the jurisdiction)
- ◆ Incident (or assembly point) address
- ◆ Directions from the closest major intersection
- ◆ Radio channel for the command post and/or person in charge
- ◆ Phone number for additional information
- ◆ Resources needed

The person receiving the request, in an assisting locality, is responsible for; identifying and confirming, to the requestor, the resources that will be provided, making any necessary required notifications within their locality and contacting the personnel from their locality who will be responding to the request.

## OPERATING GUIDELINES

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Each jurisdiction shall establish the appropriate procedures, with the Public Safety Communications Center (PSCC) that handles requests for their locality, for processing requests for assistance related to these guidelines.

### PERSONNEL QUALIFICATIONS:

Investigators sent by an assisting locality shall be certified by the Virginia Department of Fire Programs (VDFP) as a Fire Investigator, granted police powers by their locality and have been assigned as an investigator in their locality for a minimum of three (3) years.

Additional personnel who do not meet all of the requirements identified in the preceding paragraph may accompany qualified investigators from their jurisdiction with the consent of the requesting locality.

### MINIMUM EQUIPMENT:

Investigators providing assistance to a Requesting locality shall bring transportation from their locality, appropriate personal protective equipment for participating in fire, explosion or environmental crimes investigations and their issued law enforcement equipment.

### ON-SCENE COMMAND:

Personnel responding to a request for assistance shall report to the command post or designated location. The incident commander and/or person in charge of the investigation shall assume control of all personnel from assisting localities throughout the duration of their participation.

### COMMUNICATIONS:

A radio channel should be used that is available to all (or the majority) of the jurisdictions participating in the investigation. Where all jurisdictions are not capable of operating on the assigned radio channel, an alternate method of contact will be established.

### ADMINISTRATIVE COORDINATION:

A coordinating group, consisting of a representative [supervisor?] from the Fire Marshal's Office of each participating locality will be established to develop the procedures for utilizing investigative resources, documenting utilization of the agreement and proposing changes to procedures when circumstances warrant.

## OPERATING GUIDELINES

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A member of a federal or state law enforcement agency may be invited by consensus to serve as member when available.

The coordinating group will determine, by consensus, the frequency of its meetings.

### REPORTS & DOCUMENTATION

The Requesting jurisdiction is responsible for documentation of the incident and generation of any necessary reports for the jurisdiction.

Investigators participating in inter-jurisdictional activities shall provide written documentation of their actions to the Requesting jurisdiction no later than ~~seven (7)~~ business seven (7) business days following their participation, when requested.

### PLAN REVIEW:

This plan will be reviewed annually, at a minimum, by the Coordinating Group for appropriate revision.

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