

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

July Session of the July Adjourned

Term. 20 16

County of Boone

In the County Commission of said county, on the

26th

day of

July

20

16

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the acceptance of the 2017 State Cyber Crime Grant (SCCG) awarded to the Sheriff's Department.

Done this 26th day of July, 2016.

ATTEST:

Wendy S. Noren
Wendy S. Noren *DNB*
Clerk of the County Commission

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Absent
Karen M. Miller
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

JEREMIAH W. (JAY) NIXON
Governor

LANE J. ROBERTS
Director



Lewis & Clark Building, 4th Floor
Mailing Address: P.O. Box 749
Jefferson City, MO 65102-0749
Telephone: 573-751-4905
Fax: 573-522-1908
Internet Address:
<http://www.dps.mo.gov>

STATE OF MISSOURI
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR

July 13, 2016

Detective Tracy Perkins
Boone County, Cyber Task Force
Boone County Sheriff's Department
2121 County Drive
Columbia, MO 65202

Re: **Subaward Number: 2017-SCCG-001**
Project Title: Boone County Sheriff's Department Cyber Crimes Task Force

Dear Detective Perkins:

The status of the above referenced application under the 2017 State Cyber Crime Grant (SCCG) funding opportunity has changed from "Approved" to "Awarded".

Enclosed are the *Subaward* and *Certified Assurances* pertaining to the subaward. The proper Authorized Official and Project Director, as identified on the forms, must sign each document. If there are personnel changes, please contact my office. The signatures must be original; stamped signatures will not be accepted!

The following documents must be received by our office as soon as possible:

- Signed *Subaward*
- Signed *Certified Assurances*
- Printed copy of your 2017 SCCG Application

To print a copy of your SCCG application, you must be logged into WebGrants at <https://dpsgrants.dps.mo.gov> and in the Grant Tracking (My Grants module) section of the above-referenced project. In the Grant Components list, select the component titled "Application". Please do not print the application on both sides of the paper. Also, please do not staple your application – use a paper clip or binder clip to keep the application together.

The above referenced documents should be mailed or hand-delivered to:

Missouri Department of Public Safety
Attn: CJ/LE Section
PO Box 749
1101 Riverside Drive
Jefferson City, MO 65102

A signed copy of the *Subaward* and *Certified Assurances* will be made available for your records via the "Award Documents – Final" grant component of WebGrants once finalized. If your agency requires an original of these documents, please return multiple copies to my office with such note.

If you have questions, please contact Troy Thurman at (573) 751-5997 or Laura Robinson at (573) 526-1928.

Sincerely,

Heather Haslag
CJ/LE Program Manager

cc: File
Enclosures



MISSOURI DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR
SUBAWARD

P.O. Box 749
Jefferson City, MO 65102
Phone: (573) 751-4905

| | | | |
|---|-----------------------------------|---|----------------------|
| Subrecipient Name: | | Subrecipient DUNS Number: | |
| Boone County, Cyber Task Force | | 182739177 | |
| DPS Funding Opportunity Title: | Project Period Start Date: | Project Period End Date: | |
| 2017 SCCG | 06/01/2016 | 05/31/2017 | |
| Project Title: | | Subaward Number: | |
| Boone County Sheriff's Department Cyber Crimes Task Force | | 2017-SCCG-001 | |
| Project Description: | | | |
| <p>The major focus of the Boone County Sheriff's Department Cyber Crimes Task Force is the detection and investigation of Internet crimes committed against children. Investigations may include Internet enticement of children, promoting and possession of child pornography, trafficking of children for prostitution, cyber bullying, obscenity directed towards minors, and other crimes perpetrated through the use of computers, the Internet, or other electronic media.</p> <p>The Task Force also provides forensic examinations of computers and other electronic media to law enforcement agencies and prosecuting attorneys.</p> <p>To improve public safety, investigators assigned to this Task Force participate in public awareness and education programs to educate schools, parents, the community and other law enforcement agencies about the dangers of the Internet.</p> | | | |
| Subaward Total: | | CFDA Number and Name: | |
| \$132,167.07 | | N/A | |
| <p>This Subaward is made in the amount and for the project period referenced above to the Subrecipient identified above. This Subaward is subject to compliance with the general conditions governing grants and subawards and any attached Certified Assurances or Special Conditions. This Subaward is subject to compliance with all federal and state laws and all guidelines identified in the above mentioned DPS Funding Opportunity.</p> <p>The undersigned Subrecipient Authorized Official hereby acknowledges he/she is authorized to legally bind the Subrecipient and certifies acceptance of the above-described Subaward on the terms and conditions specified or incorporated by reference above and those stated in the approved application.</p> | | | |
| Subrecipient Authorized Official (AO) Name: | | Subrecipient Project Director (PD) Name: | |
| Daniel Atwill | | Dwayne Carey | |
| Subrecipient AO Signature: | Date: | Subrecipient PD Signature: | Date: |
| | 7-26-16 | | 7-14-16 |
| <p>This Subaward shall be in effect for the duration of the project period stated above and funds shall be made available on the Subaward Date with return of this signed document to the Missouri Department of Public Safety and upon full execution by signature of the Authorized Official of the Missouri Department of Public Safety, Office of the Director.</p> | | | |
| Authorized Official, Missouri Department of Public Safety | | | Subaward Date |
| | | | 06/01/2016 |



**MISSOURI DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR**



**STATE CYBER CRIME GRANT (SCCG)
2017 CERTIFIED ASSURANCES**

| | | | |
|-----------------------|---|-------------------------|---------------|
| Subrecipient: | Boone County, Cyber Task Force | Subaward Number: | 2017-SCCG-001 |
| Project Title: | Boone County Sheriff's Department Cyber Crimes Task Force | | |

The Subrecipient hereby assures and certifies compliance with all the following certified assurances:

General:

1. The Subrecipient assures that it shall comply, and all its subcontractors shall comply, with the applicable provisions of the "SCCG Solicitation", the "DPS Financial and Administrative Guide", the "DPS Subrecipient Travel Guidelines", and other applicable state laws or regulations.
2. **Compliance Training:** As a recipient of state funds, the Subrecipient is required to attend the Compliance Training hosted by the Missouri Department of Public Safety. The Compliance Training may be hosted in-person or as a webinar to provide post-award information to include, but not limited to, award acceptance, project implementation, reporting requirements, subaward changes, civil rights compliance, monitoring responsibilities, record retention, internal controls, and accounting responsibilities
3. **Non-Supplanting:** The Subrecipient assures that state funds made available under this subaward will not be used to supplant state and local funds but will be used to increase the amount of funds that would, in the absence of these funds, be made available for the activities of this project.
4. **Change in Personnel:** The Subrecipient agrees to notify, within a timely manner, the Missouri Department of Public Safety if there is a change in or temporary absence as it affects the 'My Profile' module, 'Contact Information' form, and/or 'Budget' form within WebGrants. The notification shall be sent through the 'Correspondence' component of WebGrants to the appropriate Internal Contact with the *Change of Information* form attached.
5. **Subaward Adjustments:** The Subrecipient understands that any deviation from the approved subaward must have prior approval from the Missouri Department of Public Safety. No additional funding shall be awarded to a Subrecipient but changes from one budget line to another budget line may be possible if the request is allowable and within the scope of the guidelines. Prior approval must be requested via the 'Subaward Adjustment' component of WebGrants.
6. **Monitoring:** The Subrecipient agrees to maintain the records necessary to evaluate the effectiveness of the project. In addition, the Subrecipient assures that all documentation or records relating to this subaward shall be made available to monitoring representatives of the Missouri Department of Public Safety, Office of the Director, immediately upon request. The Subrecipient assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Missouri Department of Public Safety, Office of the Director, shall prescribe, will be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this subaward.
7. **Criminal Activity:** The Subrecipient assures to formally report to the Missouri Department of Public Safety within 48 hours of notification that a Missouri Department of Public Safety grant-funded individual is arrested for or formally charged with a misdemeanor or felony regardless if the criminal offense is related to the individual's employment. The Missouri Department of Public Safety reserves the right to suspend or terminate grant funding pending the adjudication of the criminal offense.

The Subrecipient shall not make false statements or claims in connection with any DPS state-funded grant. The result of such false statements or claims includes fines, imprisonment, and debarment from participating in state and federal grants or contracts, and/or other remedy by law. The Subrecipient must

promptly refer to the Missouri Department of Public Safety any credible evidence that a principal, employee, agent, contractor, sub-contractor, or other person has either:

- a. Submitted a false claim for grant funds under the False Claims Act or
- b. Committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds

For Subrecipients of state grant funding, potential fraud, waste, abuse, or misconduct must be reported to the DPS by mail at the above noted address.

Missouri Department of Public Safety
Office of the Director
Attention: [Insert Grant Program]
P.O. Box 749
1101 Riverside Drive
Jefferson City, MO 65102-0749

The Department of Public Safety reserves the right to suspend or terminate grant funding pending the adjudication of the criminal offense.

8. **Employment of Unauthorized Aliens:** Pursuant to Section 285.530.1 RSMo, the Subrecipient assures that it does not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri, and shall affirm, by sworn affidavit and provision of documentation, its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Further, the Subrecipient shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

In accordance with Sections 285.525 to 285.550, RSMo a general contractor or subcontractor of any tier shall not be liable when such contractor or subcontractor contracts with its direct subcontractor who violates subsection 1 of Section 285.530, RSMo if the contract binding the contractor and subcontractor affirmatively states that the direct subcontractor is not knowingly in violation of subsection 1 of Section 285.530, RSMo and shall not henceforth be in such violation and the contractor or subcontractor receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct subcontractor's employees are lawfully present in the United States.

9. **Relationship:** The Subrecipient agrees that they will represent themselves to be an independent Subrecipient offering such services to the general public and shall not represent themselves or their employees to be employees of the Missouri Department of Public Safety or the Office of the Director. Therefore, the Subrecipient shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc.
10. **Uniform Crime Reporting (UCR):** The Subrecipient assures that its law enforcement agency is in full compliance with the state provisions of Section 43.505 RSMo relating to uniform crime reporting and will remain in full compliance for the duration of the project period.
11. **Racial Profiling:** The Subrecipient assures that its law enforcement agency is in full compliance with the state provisions of Section 590.650 RSMo relating to racial profiling and will remain in full compliance for the duration of the project period.
12. **Federal Equitable Sharing Funds:** The Subrecipient assures that its law enforcement agency is in compliance with the state provisions of Section 513.653 RSMo relating to participation in the federal forfeiture system and the reporting of proceeds received therefrom to the Missouri Department of Public Safety and the Missouri State Auditor.
13. **Custodial Interrogations:** The Subrecipient assures that its law enforcement agency is in full compliance with the state provisions of Section 590.700 RSMo relating to custodial interrogations and has

adopted a written policy to record custodial interrogations of persons suspected of committing or attempting to commit the felony crimes described in subsection 2 of this section.

14. **DWI Law:** The Subrecipient assures that its law enforcement agency is in full compliance with the state provisions of Section 577.005 RSMo relating to the "DWI Law" and has adopted a written policy to forward arrest information for all intoxication-related traffic offenses to the central repository as required by Section 43.503 RSMo.

Civil Rights:

1. **Unlawful Employment Practices:** The Subrecipient assures compliance with Section 213.055 RSMo in regards to non-discrimination in employment practices as it relates to race, color, religion, national origin, sex, ancestry, age, or disability.
2. **Discrimination in Public Accommodations:** The Subrecipient assures compliance with Section 213.065 RSMo in regards to non-discrimination in public accommodations as it relates to accommodations, advantages, facilities, services, or privileges made available in place of public accommodations.

Financial:

1. **Fund Availability:** The Subrecipient understands all subawards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. It is understood and agreed upon that, in the event funds from state sources are not appropriated and continued at an aggregate level sufficient to cover the subaward costs, or in the event of a change in state law relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.
2. **Release of Funds:** No funds will be disbursed under this subaward until such time as all required documents are signed by the Subrecipient Authorized Official and Subrecipient Project Director and returned to the Missouri Department of Public Safety, Office of the Director for final review and signature by the Director or his/her designee.
3. **Allowable Costs:** The Subrecipient understands that only allowable and approved expenditures will be reimbursed under this subaward. These monies may not be utilized to pay debts incurred by other activities. The Subrecipient agrees to obligate funds no later than the last day of the project period. Any deviation from the approved subaward must have prior approval from the Missouri Department of Public Safety. The Subrecipient shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety. The Subrecipient certifies that all expendable and non-expendable property purchased funds under this subaward shall be used for approved project purposes only.
4. **Financial Reporting Requirements:** The Subrecipient agrees to complete and submit any financial reports required for this program as outlined in the "SCCG Solicitation". Failure to submit reports by the deadline dates may result in delay for reimbursement requests and/or cancellation of the subaward.
5. **Project Income:** The Subrecipient agrees to account for project income generated by the activities of this subaward, and shall report receipts and expenditures of this income on the monthly Claim report. The Subrecipient understands that all project income generated as a result of this subaward shall be expended during the life of the project period.
6. **Procurement:** The Subrecipient assures that all procurement transactions whether negotiated or competitively bid and without regard to dollar value shall be conducted in a manner to provide maximum open and free competition. In addition, the Subrecipient assures that all procurement transactions will meet the minimum standards set forth in the "DPS Financial and Administrative Guidelines" and identified here:

- A. All quotations and the rationale behind the selection of a source of supply shall be retained, attached to the purchase order copy, and placed in the accounting files.
 - B. Purchases to a single vendor totaling less than \$3,000 may be purchased with prudence on the open market.
 - C. Purchases estimated to total between \$3,000 but less than \$24,999 to a single vendor, must be competitively bid, but need not be solicited by mail or advertisement.
 - D. Purchases with an estimated total of \$25,000 or over to a single vendor shall be advertised for bids in at least two daily newspapers of general circulation in such places as are most likely to reach prospective bidders at least five days before bids for such purchases are to be opened.
 - E. Where only one bid or positive proposal is received, it is deemed to be sole source procurement.
 - F. Sole source procurement on purchases to a single vendor of \$3,000 and over requires prior approval from the Missouri Department of Public Safety.
7. **Buy American:** The Subrecipient acknowledges Sections 34.350-34.359 RSMo regarding the Domestic Product Procurement Act (or commonly referred to as the Buy American Act) and the requirement to purchase or lease goods manufactured or produced in the United States, unless exceptions to the Buy American mandate in Section 34.353 RSMo are met.
 8. **Buy Missouri:** The Subrecipient also acknowledges Sections 34.070 and 34.073 RSMo regarding the preference given to all commodities and tangible personal property manufactured, mined, produced, or grown within the state of Missouri and to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals, or which maintain Missouri offices or places of business, when quality is equal or better and delivered price is the same or less, quality of performance promised is equal or better and the price quoted is the same or less, or when competing bids are comparable.
 9. **Debarment:** The Subrecipient acknowledges 1 CSR 40-1.060 relating in part to the restriction of not entering into a contract with a suspended or debarred vendor as established by the State or Federal Government. The State does not consider bids submitted by a suspended or debarred vendor. Therefore, because SCCG grant monies are state funds, local units shall adhere to a similar practice. The complete list of suspended or debarred vendors, as set by the State of Missouri, Office of Administration, Division of Purchasing and Materials Management can be found at <http://content.oa.mo.gov/sites/default/files/suspven.pdf>.
 10. **Audit:** An audit is required for the agency fiscal year when state financial assistance (which consists of all monies received from State Government or state funds passed through state agencies), of \$375,000 or more is expended by the Subrecipient. If an audit is required, the Subrecipient assures that such audit will be submitted to the Missouri Department of Public Safety, Office of the Director.
 11. **Termination of Award:** The Missouri Department of Public Safety, Office of the Director, reserves the right to terminate any subaward entered into as a result of this application at its sole discretion and without penalty or recourse by giving written notice to the Subrecipient of the effective date of termination. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the Subrecipient under the subaward shall, at the option of the Missouri Department of Public Safety, become property of the State of Missouri.

In the event that the Missouri Department of Public Safety determines that a Subrecipient is operating in a manner inconsistent with the provisions of the application or is failing to comply with the applicable state requirements governing these funds, the Missouri Department of Public Safety may permanently or temporarily terminate the subaward. In the event a subaward is permanently terminated, the Missouri Department of Public Safety may take action as deemed appropriate to recover any portion of the subaward funds remaining or an amount equal to the portion of the subaward funds wrongfully used.

12. **Enforceability:** If a Subrecipient fails to comply with all applicable state requirements governing these funds, the State of Missouri may withhold or suspend, in whole or in part, funds awarded under the subaward, or recover misspent funds following an audit. This provision is in addition to all other remedies provided to the State of Missouri for recovery of misspent funds available under all applicable state and federal laws.

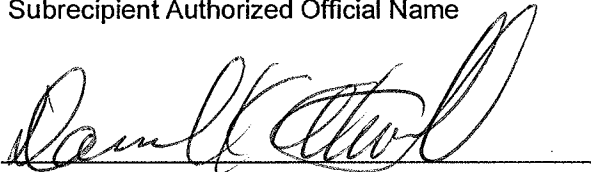
Programmatic:

1. **Time Records Requirement:** The Subrecipient assures that, all project personnel funded through this subaward will maintain timesheets that detail 100% of their time along with the activities/services provided. These timesheets must be provided to the Missouri Department of Public Safety personnel upon request.
2. **Duplication of Networks:** The Subrecipient assures that all equipment/software requested and purchased under this subaward must be compatible with the statewide system. All software, if applicable, must be compatible with the statewide criminal records system.
3. **Data Reporting Requirements:** The Subrecipient agrees to complete and submit any data or statistical reports required for this program as outlined in the "SCCG Solicitation". Failure to submit reports by the deadline dates may result in delay for reimbursement requests and/or cancellation of the subaward.
4. **Information Sharing:** The Subrecipient agrees to share information and cooperate with the Missouri State Highway Patrol and with existing Internet Crimes Against Children (ICAC) task force programs.

The Subrecipient Authorized Official and Subrecipient Project Director hereby certifies, by signature, the terms and conditions specified or incorporated by reference herein, including those stated in the funding opportunity solicitation.

Daniel Atwill

Subrecipient Authorized Official Name



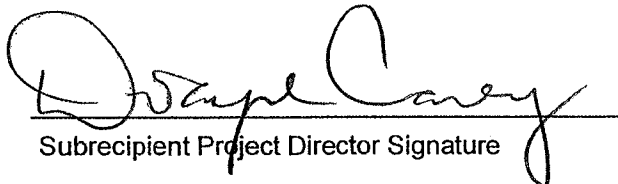
Subrecipient Authorized Official Signature

7.26.16

Date

Dwayne Carey

Subrecipient Project Director Name



Subrecipient Project Director Signature

7-14-16

Date



Missouri Department of Public Safety

Application

66163 - 2017 SCCG - Final Application

66347 - Boone County Sheriff's Department Cyber Crimes Task Force
State Cyber Crime Grant (SCCG)

| | | | |
|---------|---------|--------------------------|--------------------|
| Status: | Awarded | Original Submitted Date: | 05/11/2016 2:55 PM |
| | | Last Submitted Date: | 07/07/2016 4:15 PM |

Applicant Information

Primary Contact:

| | | | |
|-------------------|-----------------------------------|-------------------------------|--------------------------------|
| Name:* | Detective | Tracy | Perkins |
| | <small>Title</small> | <small>First Name</small> | <small>Last Name</small> |
| Job Title:* | Detective | | |
| Email:* | TWest@boonecountymo.org | | |
| Mailing Address:* | Boone County Sheriff's Department | | |
| Street Address 1: | 2121 County Drive | | |
| Street Address 2: | | | |
| * | Columbia | Missouri | 65202 |
| | <small>City</small> | <small>State/Province</small> | <small>Postal Code/Zip</small> |
| Phone:* | 573-442-4598 | | Ext. |
| Fax:* | 573-442-4966 | | |

Organization Information

| | | | |
|-----------------------|--------------------------------|---------------------------------|--|
| Applicant Agency:* | Boone County, Cyber Task Force | | |
| Organization Type:* | Government | | |
| Federal Tax ID#:* | 436000349 | | |
| DUNS #:* | 182739177 | | |
| CCR Code: | 4KKC8 | 09/25/2015 | |
| | | <small>Valid Until Date</small> | |
| Organization Website: | www.showmeboone.com | | |
| Mailing Address:* | 801 E. Walnut Street | | |

Street Address 1:**Street Address 2:**

| | | | | |
|---------------------------------|------------------|----------------------------|--------------------------|-------------|
| City* | Columbia City | Missouri State/Province | 65201 Postal Code/Zip | 7732 + 4 |
| County:* | Boone | | | |
| Congressional District:* | 04 | | | |
| Phone:* | 573-886-4305 | | | Ext. |
| Fax:* | 573-886-4311 | | | |

Contact Information**Authorized Official**

The Authorized Official is the individual that has the ability to legally bind the applicant agency in a contract. Refer to the above mentioned Grant Solicitation for further instructions.

| | | | |
|---------------|-------|------------|-----------|
| Name:* | Mr. | Daniel | Atwill |
| | Title | First Name | Last Name |

Job Title:* Presiding Commissioner

Agency:* Boone County Commission

Mailing Address:* 801 East Walnut Street
Enter a PO Box where applicable. If a PO Box is not applicable, enter the physical street address.

Street Address 1:
If a PO Box is entered on the Mailing Address line, enter the physical street address here.

Street Address 2:

| | | | |
|-------------------------|----------|----------|-------|
| City/State/Zip:* | Columbia | Missouri | 65201 |
| | City | State | Zip |

Email:* datwill@boonecountymmo.org

Phone:* 573-886-4305
Ext.

Fax:* 573-886-4311

Project Director

The Project Director is the individual that will have direct oversight of the proposed project. Refer to the above mentioned Grant Solicitation for further instructions.

| | | | |
|---------------|---------|------------|-----------|
| Name:* | Sheriff | Dwayne | Carey |
| | Title | First Name | Last Name |

Job Title:* Sheriff

Agency:* Boone County Sheriff's Department

Mailing Address:* 2121 County Drive
Enter a PO Box where applicable. If a PO Box is not applicable, enter the physical street address.

Street Address 1:
If a PO Box is entered on the Mailing Address line, enter the physical street address here.

Street Address 2:

City/State/Zip:* Columbia Missouri 65202
City State Zip

Email:* dcarey@boonecountymo.org

Phone:* 573-875-1111 6219
Ext.

Fax:* 573-874-8953

Fiscal Officer

The Fiscal Officer is the individual who has responsibility for accounting and audit issues at the applicant agency level. Refer to the above mentioned Grant Solicitation for further instructions.

Name:* Mr. Tom Darrough
Title First Name Last Name

Job Title:* County Treasurer

Agency:* Boone County Treasurer's Office

Mailing Address:* 801 East Walnut Street
Enter a PO Box where applicable. If a PO Box is not applicable, enter the physical street address.

Street Address 1:
If a PO Box is entered on the Mailing Address line, enter the physical street address here.

Street Address 2:

City/State/Zip:* Columbia Missouri 65201
City State Zip

Email:* tdarrough@boonecountymo.org

Phone:* 573-886-4367
Ext.

Fax* 573-886-4369

Officer in Charge

The Officer in Charge is the individual that will act as the supervisor or commander of the proposed project.

Name:* Detective Tracy Perkins
Title First Name Last Name

Job Title:* Task Force Coordinator

Agency:* Boone County Sheriff's Department

Mailing Address:* 2121 County Drive
Enter a PO Box where applicable. If a PO Box is not applicable, enter the physical street address.

Street Address 1:
If a PO Box is entered on the Mailing Address line, enter the physical street address here.

Street Address 2:

City/State/Zip:* Columbia Missouri 65202
City State Zip

Email:* twest@boonecountymo.org

Phone:*

573-442-4598

Ext.

Fax:* 573-442-4966

Project Summary

Application Type:* Continuation

Current Subaward Number(s): 2016-SCCG-001

Program Category:* Law Enforcement

Project Type:* Regional

Geographic Area:* Boone County, including the cities of Columbia, Centralia, Ashland, Sturgeon, Hartsburg, Rocheport, Hallsville, and Harrisburg. Other Counties include Audrain, Callaway, Cole, Cooper, Howard, and Randolph. The largest cities in these counties are Mexico, Fulton, Jefferson City, Boonville, Fayette, and Moberly respectively. Located in Central Missouri.

Brief Summary:* The major focus of the Boone County Sheriff's Department Cyber Crimes Task Force is the detection and investigation of Internet crimes committed against children. Investigations may include Internet enticement of children, promoting and possession of child pornography, trafficking of children for prostitution, cyber bullying, obscenity directed towards minors, and other crimes perpetrated through the use of computers, the Internet, or other electronic media.

The Task Force also provides forensic examinations of computers and other electronic media to law enforcement agencies and prosecuting attorneys.

To improve public safety, investigators assigned to this Task Force participate in public awareness and education programs to educate schools, parents, the community and other law enforcement agencies about the dangers of the Internet.

Program Income Generated:* Yes

Personnel

| Name | Title | Position | Employment Status | Salary per Pay Period | Number of Pay Periods | % of Funding Requested | Total Cost |
|-------------|-----------|----------|-------------------|-----------------------|-----------------------|------------------------|--------------|
| Andy Evans | Detective | Retained | FT | \$1,931.20 | 26.0 | 100.0 | \$50,211.20 |
| Cody Bounds | Detective | Retained | FT | \$1,950.40 | 26.0 | 100.0 | \$50,710.40 |
| | | | | | | | \$100,921.60 |

Personnel Justification

Personnel Justification

If personnel is not included in the budget, skip this section.

If personnel is included in the budget, provide the following justification for each position (preferably in the same order as the position is listed in the budget category):

If the position is **new (created)**:

- Provide a description of the job responsibilities the individual will be expected to perform
- Where applicable to the posted position, identify any experience and/or certification that will be expected of the individual

If the position **exists (retained)**:

- Provide a description of the job responsibilities
- Provide a description of the experience possessed by the individual
- Identify any certification the individual possesses as it relates to the position

If a salary change is included, address the individual's eligibility (or reason) for such change, the percentage of change, and the effective date of the change.

Andrew Evans has been a certified law enforcement officer for 14 years. Evans was assigned to the Task Force in July 2014. Detective Evans primary responsibility is to handle reactive and proactive investigations involving crimes against children through the Internet. Additional duties include surveillance details, testify in State and Federal criminal proceedings, obtain and serve search warrants, prepare and participate in public awareness and education programs and attend any additional training for his position. Detective Evans has attended ICAC Investigative Techniques and Undercover training courses and Online Ads. Detective Evans will attend further training for his position. The courses will assist Evans in his current duties in the Task Force. This grant will retain this position.

Cody Bounds has been a certified law enforcement officer for 6 years. Detective Bounds was assigned to the Task Force in February 2014. Detective Bounds completed a certification in Comp TIA A+ Hardware and Software and has maintained that certification. Detective Bounds has completed over 300 hours in forensics training, to include All Access Online Pass, FTK AccessData Bootcamp and a certified Cellebrite examiner. Detective Bounds primary responsibility is forensic examinations of electronic evidence. Bounds will occasionally investigate Internet crime complaints, testify in State and Federal criminal proceedings, obtain search warrants and prepare evidence for court and attend further training for his position. This grant will retain this position.

Personnel Benefits

| Category | Item | Salary/Premium | Percentage/# of Periods | % of Funding Requested | Total Cost |
|--------------------|-----------------------|----------------|-------------------------|------------------------|-------------|
| FICA/Medicare | FICA/Medicare | \$100,921.60 | 0.0765 | 100.0 | \$7,720.50 |
| | | | | | \$7,720.50 |
| Medical Insurance | Medical Insurance | \$970.00 | 12.0 | 100.0 | \$11,640.00 |
| | | | | | \$11,640.00 |
| Pension/Retirement | Pension 401 (A) Match | \$50.00 | 26.0 | 100.0 | \$1,300.00 |
| | | | | | \$1,300.00 |
| Workers Comp | Workers Comp | \$100,921.60 | 0.024 | 100.0 | \$2,422.12 |
| | | | | | \$2,422.12 |
| | | | | | \$23,082.62 |

Personnel Benefits Justification

Benefits Justification

If personnel benefits are not included in the budget, skip this section.

If personnel benefits are included in the budget, provide justification for each fringe benefit (preferably in the same order as the cost is listed in the budget category) to identify the cost and why it is needed.

If your agency anticipates a premium or rate change during the project period, indicate the effective date of change and the reasoning for such change.

All benefits paid to Task Force members are determined by calculations provided by Boone County. Cody Bounds and Andrew Evans benefits are the same as those paid to all employees of Boone County.

FICA/Medicare is contributed by Boone County to the IRS at the rate of 7.65% of salary as set by the federal

government for Social Security and Medicare.

Medical Insurance is health insurance paid for each employee. The current cost is a monthly premium of \$485.00 per employee.

Pension/Retirement is the county's portion of payments made to the employee's 401(A). The current cost is a bi-weekly premium of \$25.00 per employee. This will cover Evans and Bounds.

Workers Compensation is paid in case the employee is injured on the job. The 2016 current rate is 2.40% of salary.

Personnel Overtime

| Name | Title | Hourly Overtime Pay | Hours on Project | % of Funding Requested | Total Cost |
|------|-------|---------------------|------------------|------------------------|------------|
| | | | | | \$0.00 |

Personnel Overtime Justification

Overtime Justification

If overtime is not included in the budget, skip this section.

If overtime is included in the budget, provide the following justification:

- *description of the job responsibilities, experience possessed, and any certification possessed as it relates to the proposed project for any personnel positions not included in the Personnel budget category*
- *description of why overtime funding is necessary to the project*
- *rationale for the number of hours budgeted for overtime, per position where applicable*

If a change in overtime pay rate is included, address the individual's eligibility (or reason) for such change, the percentage of change, and the effective date of the change.

Personnel Overtime Benefits

| Category | Item | Overtime/Premium | Percentage/# of Periods | % of Funding Requested | Total Cost |
|-----------------|-------------|-------------------------|--------------------------------|-------------------------------|-------------------|
| | | | | | \$0.00 |
| | | | | | \$0.00 |

Personnel Overtime Benefits Justification

Overtime Benefits Justification

If overtime benefits are not included in the budget, skip this section.

If overtime benefits are included in the budget, provide justification for each fringe benefit (preferably in the same order as the cost is listed in the budget category) to identify the cost and why it is needed.

If your agency anticipates a premium or rate change during the project period, indicate the effective date of change and the reasoning for such change.

Travel/Training

| Category | Item | Unit Cost | Duration | Number | % of Funding Requested | Total Cost |
|----------|------|-----------|----------|--------|------------------------|------------|
| | | | | | | \$0.00 |

Travel/Training Justification

Travel/Training Justification

If travel/training is not included in the budget, skip this section.

*If **non-training/non-meeting travel costs** are included in the budget, address the following information for each cost (preferably in the order listed in the budget category):*

- *description of why the cost is necessary to the success of the proposed budget*
- *rationale for the budgeted cost*

*If **training/meeting travel costs** are included in the budget, at a minimum, address the following information for each training/meeting (preferably in the order listed in the budget category):*

- *the location of the training/meeting (if unknown, clearly identify the location of the training/meeting is TBA)*
- *the date(s) of the training/meeting (if unknown, clearly identify the date(s) of the training/meeting is TBA)*
- *who will be attending the training/meeting*
- *a synopsis of the training/meeting*
- *anticipated benefit of the training/meeting, making sure to clarify why the training/meeting is pertinent to the person(s) attending*

If the person attending the training/meeting is not budgeted within the Personnel or Personnel Overtime budget category, be sure to also clarify who the person is, their role/job responsibilities with the proposed project, and any training they currently possess as it relates to the proposed project.

Equipment

| Item | Description | Unit Cost | Quantity | Source of Bid | % of Funding Requested | Total Cost |
|------|-------------|-----------|----------|---------------|------------------------|------------|
| | | | | | | \$0.00 |

Equipment Justification

Equipment Justification

If equipment is not included in the budget, skip this section.

If equipment is included in the budget, provide the following for each budget line item (preferably in the same order listed in the budget category):

- *What is the item?*
- *How will the item be used?*
- *Who will use the item?*
- *Is the item a replacement to current equipment, in addition to current equipment, or something the agency doesn't currently have?*

Supplies/Operations

| Item | Basis for Cost Estimate | Unit Cost | Quantity | % of Funding Requested | Total Cost |
|----------------------------------|-------------------------|-----------|----------|------------------------|------------|
| Anti-Virus Software-Renewal (15) | Annual | \$240.00 | 1.0 | 100.0 | \$240.00 |
| Website Hosting | Annual | \$278.39 | 1.0 | 100.0 | \$278.39 |
| | | | | | \$518.39 |

Supplies/Operations Justification

Supplies/Operations Justification

If supplies/operations are not included in the budget, skip this section.

If supplies/operations are included in the budget, provide the following justification for each expense (preferably in the same order listed in the budget category):

- why the supply or operational cost is necessary for the proposed project, making sure to clearly identify how the item will be used*
- who will use (or benefit from) the supply or operational cost*

If your agency anticipates a rate change during the project period, indicate the effective date of change and the reasoning for such change.

Anti-Virus Software Renewal- This is software for anti-virus and Internet Security. Currently all Task Force computers are running software and need to continue with the subscription to prevent any virus or Trojan intrusions that potentially could hinder the use of any Task Force computer. The Task Force forensic examiners run this software on a suspect's computer to determine if any viruses currently on the suspect's machine. The Task Force investigators will use the software on all undercover computers and forensic machines. The Task Force has up to 15 computers for renewal. The renewal will expire May 19, 2017.

Website Hosting/Domain Registration- The Task Force currently has a registered domain for **bcsdcybercrimes.com** that allows the Task Force to have an online presence. The Task Force changed to a new website hosting company called HostGator on September 1, 2015. Failing to continue with the renewal would cause a disruption to the website. Included with this annual renewal is Sitelock protections. This will protect the website from malicious malware. The website host and domain registration will be an annual renewal. Renewal is September 2016.

Statement of the Problem

Statement of the Problem*

Provide the following information to define the problem that you will be attempting to impact with the project for which you are requesting funds:

- Identify the problem(s) being addressed by the use of funds being requested.
- Include current facts and statistics on incidents of crime and/or growing trends to demonstrate a need for funding.
- Identify existing resources (or the lack thereof), demographic and geographic specifications, etc. to demonstrate a need for funding.

With the overwhelming increase in the use of Internet and technology, the frequency of criminal activity occurring through the use of technology is also increasing. Crimes against children such as enticement, child pomography, sexual assault, human trafficking, and other forms of child exploitation continue to increase each year. During the past year the Task Force has attempted to work some proactive investigations, but reactive investigations have continued to distract from the proactive cases. The lack of personnel to work the proactive investigations plays a huge impact on the amount of cases not being worked.

Since 2007, the number of investigations has fluctuated over the past several years, but the Task Force maintains an average of just around 100 cases per year. Between January 1, 2007 and December 31, 2015, the Task Force had conducted **995** investigations with over **208** arrests and performed **1190** forensic examinations. The vastmajority of cases handled by the Task Force are the distribution, possession and production of child pomography; including Cyber Tip reports from the National Center for Missing and Exploited Children, and the enticement of a child.

| | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 |
|------------------------------|------|------|------|------|------|------|------|------|------|
| Investigations | 108 | 120 | 112 | 127 | 137 | 121 | 96 | 80 | 94 |
| Reactive | 38 | 61 | 56 | 72 | 104 | 98 | 81 | 70 | 83 |
| Proactive | 70 | 59 | 56 | 55 | 33 | 23 | 15 | 10 | 11 |
| Arrests | 19 | 26 | 25 | 18 | 33 | 16 | 30 | 12 | 29 |
| Forensic Examinations | 52 | 109 | 132 | 164 | 214 | 133 | 115 | 113 | 158 |

The Task Force has been able to maintain the caseload since 2007. In June 2014, personnel shifted still leaving the Task Force with 2 full time investigators, but only 1 full-time forensic examiner. The Task Force has 1 part-time forensic examiner, but the examiner works on exams 1 case at a time. The Task Force relies 100% of grant resources to cover salaries, benefits, training, equipment, software and supplies for the Task Force to continue. The Task Force has no other local money to support the cost associated with the unit. Occasionally, the Task Force will receive reimbursement money from the Courts stemming from forensic examinations, and/or Missouri ICAC money, but the amounts are unpredictable, and are insufficient to support the unit.

The Task Force serves 7 counties and no other law enforcement agency in the service area can support out of pocket personnel to be assigned to the Task Force, on a part or full-time basis. Currently, the Task Force investigators work any investigation in the seven counties that is initially reported to our unit, or by a CyberTip report. The Task Force chooses to handle the CyberTips directly to make sure the reports are handled appropriately and the necessary steps are taken to determine the validity of the report or an arrest is made.

Crimes against children through the Internet continue to increase, and so will the amount of hours spent on each individual case, either through investigation and/or forensic examinations. If there were other resources, such as, personnel and/or local money contributions, the resources would still be insufficient to maintain the level of training, supplies and equipment needed to work the cases effectively, and even the cost expense to support the staff. The Task Force would not be able perform at the current level without the assistance of the grant.

Goals and Objectives

Goals and Objectives*

Explain your expectations for the proposed program. Be specific.

Goals are the program's desired results. The goals should be clearly stated, realistic and achievable, even if they are not readily measurable. **Objectives** are the intermediate results or accomplishments to achieve each goal. The objectives must be both measurable and achievable.

The goals for the 2016-17 grant period for the Boone County Sheriff's Department Cyber Crimes Task Force is to reduce or eliminate the number of children and families becoming victims. For those who have become victims perpetrated through the Internet, the Task Force works to apprehend those responsible for the crimes committed. Three goals are outlined through both investigative, forensics and educational methods. Each goal is important and stands on its own merit and is not necessarily ranked in any specific order.

Goal #1- To combat investigations perpetrated through the Internet against children, both reactive/proactive and a continuation of forensic examinations for the Task Force, to include other law enforcement agencies needing assistance.

Objective # 1- During the 12 month grant period; initiate at least 15 new investigations, per quarter.

Objective #2- During the 12 month grant period; initiate at least 5 proactive investigations involving the exploitation of children through the Internet, per quarter.

Objective #3 - During the 12 month grant; exam at least 30 electronic evidence items, per quarter.

Goal #2- Continue educating schools and community groups about Internet safety and to include law enforcement agencies.

Objective #1- In the 12 month grant period; provide at least 25 community presentations to parents and students, annually.

Objective #2- To conduct in-service training to at least 2 area law enforcement agencies within the grant period. The Task Force designed a 4 hour block training titled Digital Investigations for Law Enforcement. The training was POST certified through the Department of Public Safety in the area of Technical Studies.

Goal #3- Continue to collect and analyze data received from the survey during the 2015-2016 grant.

Objective #1- Analyze data collected from the mid-Missouri schools during the 2015-2016 grant. Report this data to the participating schools to help target and educate the areas of concerns to their students. Furthermore, analyze the data and use the information during Task Force presentations to help students, parents and the communities understand the dangers kids are placing themselves into when using technology.

Type of Program

Type of Program*

Provide the following information about the program that will be implemented by the requested funds:

- *Identify the number of agencies associated with the multi-jurisdictional project.*
- *Identify the number of officers and forensic personnel (grant-funded and non-grant funded) associated with the project.*
- *Define the services to be provided by the project.*
- *Indicate who will provide the services provided by the project.*
- *Describe how the identified services will be provided.*

Provide other details, where applicable, to clearly describe the makeup and operation of the proposed project. Flow charts and outlines to support this narrative description may be included under the "Other Attachments" application form.

The Boone County Sheriff's Department Cyber Crimes Task Force is a joint cooperative effort formalizing relationships between and among the participating agencies in order to foster an efficient and cohesive unit. The Task Force would like all participating agencies to achieve maximum inter-agency cooperation in a combined law enforcement effort

aimed at reducing criminal activity perpetrated through the use of computers, the Internet, cellular telephones, and other electronic media within the communities it serves.

The Task Force serves a seven (7) county area with four (4) criminal justice agencies as primary and (20) criminal justice agencies as associate members.

The Task Force currently has three investigators from the Boone County Sheriff's Department that are assigned to the Task Force. Salaries for Detectives Bounds and Evans fall under the grant and Detective Perkins respective agency pays her salary. All equipment and software funded by the grant are used by Perkins, Evans, Bounds and Heckmaster. Detective Perkins and Evans both work reactive and proactive investigations. Detective Bounds handles forensic examinations including computers, cell phones, and tablet devices.

Furthermore, Detective Dustin Heckmaster from the University Missouri Police Department is assigned to the Task Force on a part time forensic examiner basis. Detective Heckmaster salary is paid for by his agency. All forensic training and software is paid for with the grant. This investigator will handle forensic examinations on a case by case situation.

Special Agent Sean McDermott with the Federal Bureau of Investigations from Jefferson City is assigned to the Task Force on a part-time basis. S.A. McDermott assist with Task Force search warrants, knock and talks, and provides additional investigative information, if possible. The Task Force investigators assist S.A. McDermott on Federal exploitation investigations within our multi-jurisdictional area.

The major focus of the Task Force is the investigation and prosecution of Internet crimes committed against children. Investigations may include Internet enticement of children, promoting and possession of child pornography, trafficking of children, human trafficking, commercial sexual trafficking of children, cyber bullying, sexting, sextortion, or other crimes perpetrated through the use of computers, the Internet, cellular telephones, or other electronic media. These investigations focus on both undercover and complainant driven investigations. On a regular basis, the Task Force receives calls directly to the Task Force from parents and other parties who's reporting a crime against a child perpetrated through the Internet.

The Task Force provides forensic examinations on computers, cellular telephones, and other electronic media to law enforcement agencies and prosecuting attorneys among the 7 counties the Task Force serves. The Task Force conducts examinations on devices that were used to commit crimes against children to include; homicide, sex crimes against adults, harassment, assaults, death investigations and much more.

In addition, investigators assigned to this Task Force participate in public awareness and education programs to educate primarily, public and private schools, parent organizations, civic groups, religious organizations, local media, or other group meetings to help educate about the dangers of the Internet. The efforts are to reduce the likelihood of becoming a victim of Internet crime.

Also, Task Force investigators provide training to area law enforcement on a variety of issues regarding Internet or computer related investigations and electronic media. The Task Force has had an opportunity to teach to Missouri School Resource Officer Association, and other individual law enforcement agencies.

Proposed Service Area

Proposed Service Area*

Describe the proposed service area by identifying the following information:

- *Geographic area to be served by the task force*
- *Details to easily locate the service area within the state*
- *Total population within the task force service area*
- *Any other geographical details (as applicable) pertinent to the task force service area*

Then, list the names of each agency that has signed the Memorandum of Understanding (MOU). If there are additional areas/agencies in which the task force will assist if called upon, clearly identify those areas as well.

The Cyber Crimes Task Force serves a seven county area in Mid-Missouri. The Task Force provided technical, investigative and forensic assistance to law enforcement agencies and prosecuting attorneys in the counties that are immediately adjacent to Boone County including Audrain, Callaway, Cole, Cooper, Howard and Randolph.

Furthermore, any law enforcement agency or prosecuting attorney in the service area may request the Task Force to assist with an investigation regarding offenses involving the Internet, computer, or cellular phone media. The Task Force will continue to assist outside our service area when appropriate and requested. As of July 1, 2015 the estimated population for the 7 county service area is approximately 375,054. The Task Force conducts a large amount of presentations to public and private schools within the service area. As of July 1, 2015, the estimated number of schools is well over 135 schools.

Our Task Force is a member of the Missouri Internet Crimes Against Children Task Force and as such will assist any other Internet Crimes Task Force located in Missouri or across the United States, as requested.

Primary agencies for this Task Force with signed Memorandum of Understanding:

- Boone County Sheriff's Department
- Boone County Prosecuting Attorney's Office
- University of Missouri Police Department
- Federal Bureau of Investigations

Associate agencies with signed Memorandum of Understanding:

- Ashland Police Department
- Auxvasse Police Department
- Boonville Police Department
- Centralia Police Department
- Columbia Police Department
- Fayette Police Department
- Fulton Police Department
- Hallsville Police Department
- Jefferson City Police Department
- Holts Summit Police Department
- Mexico Department of Public Safety
- Moberly Police Department
- New Franklin Police Department
- Sturgeon Police Department
- Audrain County Sheriff's Department
- Cole County Sheriff's Department
- Cooper County Sheriff's Department
- Callaway County Sheriff's Department
- Howard County Sheriff's Department
- Randolph County Sheriff's Department

Supplanting

Supplanting*

Describe whether or not other federal, state, or local funds are available to the applicant agency for the purpose of the project. Be specific!

If any of the following factors apply to the proposed project, provide information to address the factors that apply:

- *If other federal, state, or local monies are available, please address why SCCG funding is being requested.*
- *If the application includes existing costs, explain how those costs are currently being funded and if and when that funding source will cease.*
- *If program income is anticipated or could be generated as a result of the grant-funded project, explain how those monies will not supplant SCCG funds.*

Funding for the recurring costs included in this application ended on May 31, 2016 when the 2016 SCCG closed. No other funds including donations, grants, local money or other funds are available to fund the requested items. No funds are available for newly requested items such as salaries, equipment, supplies, or training. If money is received through restitution or forfeitures the money will not be used to fund items through the SCCG grant.

In the past years, the Task Force has received some money generated from MO ICAC, restitution and forfeiture money which is reported as program income money. The amounts vary each year and if monies are received the Task Force uses the money for unexpected training, equipment and supplies not covered by the SCCG grant.

Community Impact

Community Impact*

Describe how the proposed project will affect the community(s) that your program will serve and the public safety and crime-related issues within the community(s).

The Boone County Sheriff's Department Cyber Crimes Task Force will impact the community in a number of ways including the investigation of Internet crimes; the prosecution of Internet offenders; the protection and educating Mid-Missouri children; educating parents, teachers, and law enforcement officers about safety of children and reduce Internet crime. Over the past several years the Task Force has seen an increase in cases reported as a result of our community awareness programs. Furthermore, the Task Force continues to receive letters from families and victims to show their gratitude for what we do in helping protect children.

Since 2007, the Task Force has arrested over 200 individuals and several who have been convicted of various crimes against children thus creating a safer community. In the past several years, the Task Force has seen prior offenders, who have reoffended. The Task Force has assisted other law enforcement with intelligence regarding these offenders.

During community presentations the Task Force receives feedback from parents that they are monitoring cell phone use and being more vigilant in keeping their children safe because of the Task Force presentations. Presentation awareness will continue with the award of this grant. As this awareness increases, however, new technology and the availability causes new problems and concerns. These new challenges require investigators to continue their training and continue to be updated on computer related investigations and to expand further knowledge into cell phone, and tablet technology.

Our community will be impacted by the reduction of sexual perpetrators. This can be achieved in two ways: by apprehending the offenders and by utilizing the media and other sources to discourage offenders from coming to our jurisdiction. A strong, offensive approach will be proactive by letting Internet criminals know that Central Missouri is not a place to commit crimes against children. This Task Force can be a powerful component in the fight against Internet predators.

Our service area will also be impacted by our ability to conduct forensic examinations of computers, cellular telephones, and other electronic media. This service will give law enforcement agencies and prosecuting attorneys a resource to have electronic media examined in a timely manner by a professional and trained examiner who has experience testifying in court. The Task Force can assist area law enforcement with their investigations and area prosecutors to have successful prosecution of defendants accused of committing crimes against children through the use of technology.

Report of Success

Report of Success*

If the proposed project is not currently being supported with SCCG funds from the Missouri Department of Public Safety, Office of the Director, put N/A.

If the proposed project is currently being supported with SCCG funds, restate the goals and objectives from your current contract as listed in your approved application. Clearly identify whether or not each objective has been attained.

The goals for the Boone County Sheriff's Department Cyber Crimes Task Force during the 2015/2016 grant was set to focus on prevention and education. Four primary goals were set and objectives outlined what the Task force proposed to accomplish through both investigative and educational methods. Each goal is important and stands on its own merit and is not necessarily ranked in any specific order.

Goal #1. Continue to work new investigations, both reactive and proactive Internet crimes against children.

Objective #1- During the 12 month grant period; increase new investigations by 5%, calculating from the yearly total from the 2014-2015 reporting grant period.

Result: During the 2016 grant application the Task Force respectively opened 75 cyber-related cases. In the first quarter (June-Aug 2015) the Task Force opened 22 cases, the second quarter (Sept. to Nov. 2015) the Task Force opened 20 cases, the third quarter (Dec 2015 to Feb 2016) the Task Force opened 16 cases, and the fourth quarter (March to May 2016) the Task Force opened 17 cases. Investigations total for the 2014-2015 grant period was 98 cases. The Task Force did not meet this objective of exceeding the yearly total by 5%. Even though the Task Force didn't meet the objective to increase the investigations by 5%, the Task Force increased cases by over 80% from 2014 (79 cases) to 2015 (94 cases) in a calendar year.

Objective #2- During the 12 month grant; conduct at least 5 proactive investigations involving the exploitation of children through the Internet, per quarter.

Result: During the 2016 grant application the Task Force respectively opened 12 proactive investigation involving the exploitation of children. In the first quarter (June-Aug 2015) the Task Force worked 2 proactive cases, the second quarter (Sept. to Nov. 2015) the Task Force opened 4 proactive cases, the third quarter (Dec 2015 to Feb 2016) the Task Force opened 5 proactive cases, and the fourth quarter (March to May 2016) the Task Force opened 1 proactive case. The objective was met during the third quarter. The Task Force experienced a personnel change in June 2014 leaving 1 qualified investigator to work proactive investigations until training was attending in early 2015 that allowed the new investigator to be trained and gain experience. Working proactive investigations are labor intensive and rely on hands extensive hands on training before being successful. During the 1st and 4th quarters, the Task Force handled two large in depth investigations involving a hands on offender against several victims and a personnel shortage during the 4th quarter for an extensive leave for illness in the family.

Objective #3- During the 12 month grant; increase arrest of individuals perpetrating against children by 5%, calculating from the yearly total from the 2014-2015 reporting grant period.

Result: During the 2016 grant application the Task Force respectively made 21 cyber-related arrest. During the first quarter (June to August 2015) the Task Force arrested 6 individuals, the second quarter (September to November 2015) the Task Force arrested 4 individuals, the third quarter (December 2015 to February 2016) the Task Force arrested 6 individuals and the fourth quarter (March to May 2016) arrested 4 individuals. Total arrest for the 2014-2015 grant period was 20 cases. The objective was met by increasing arrest by 5%.

Goal #2. Continue forensic examinations, both computer and cell phones

Objective #1- During the 12 month period, exam at least 20 electronic items, per quarter.

Result: During the 2016 grant application the Task Force conducted 187 forensic examinations. During the first quarter (June to August 2015) the Task Force completed 60 examinations, the second quarter (September to November 2015) the Task Force completed 35 examinations, the third quarter (December 2015 to February 2016) the Task Force completed 47 examinations and the fourth quarter (March to May 2016) completed 48 examinations. The objective was met every quarter. Currently, the Task Force has 1 full time forensic examiner, Detective Cody Bounds and 1 part time forensic and cell phone examiner, Detective Dustin Heckmaster. In 2015, Detective Tracy Perkins became certified on Cellebrite logical examinations. With Detective Perkins and Heckmaster conducting cell phone examinations on a part-time basis this will alleviate this type of examination. During the 2015-2016 grant period, 64% of the examinations conducted were cell phones.

Goal #3 - Continue educating schools and community groups about Internet safety and children.

Objective #1- In the 12 month grant period; provide at least 20 community presentations to parents and students, annually.

Results: During this grant period the Task Force provided 35 presentation to both schools and community organizations. For this grant period the Task Force has made an impact to over 4500 participants. The Task Force has always made community awareness a priority and will continue to present to the community to protect our children.

Objective #2- In-service training for the Missouri School Resource Officer conference to help law enforcement officers

be aware and more knowledgeable about Internet crimes and students. This training will be during the first quarter of the grant period. The Task Force would like to expand further training among local law enforcement, but currently the SRO conference is the only in-service trainings scheduled for the first quarter. The Task Force is working on getting Post Certification for any future in-service training beside SRO's.

Results: During this grant period the Task Force provided in-service training in July 2015 to the Missouri School Resource Officers Association during their annual conference. Attending the conference was approximately 200 officers from all over the state of Missouri. The Missouri School Resource Officer Association has asked for the Task Force to present again during the 2016 conference. In November 2015, the Task Force created a 4 hour block training called "Digital investigations for Law Enforcement". The Task Force received Post certified approval from the Department of Public Safety for 4 hours of technical training hours.

Objective #3- Updating a new website to make the site more interactive and easier for the community and law enforcement agencies to contact us and access information. The new website page will be available September 1, 2015, and will be fully functioning within a month or less.

Results: During the 2016 grant application the Task Force website www.bcsdcybercrimes.com was updated which provides a more interactive and easier resource for parents and the community. The redesign allowed a section for law enforcement to have easy access to forms commonly used in the field. Furthermore, law enforcement agencies who are requesting forensic examinations can use the website to make sure all necessary items needed for their examination request.

Goal #4. Collecting data from kids to understand how they are becoming victims of sex crimes through the use of a cell phone and computers.

Objective #1 - Conduct an Internet related survey among the middle schools in the mid-Missouri area and to have measurable data available to report by the end of the 2015-2016 grant period.

Results: During this grant period the Task Force created a survey for Mid-Missouri schools. In March 2016, the Task Force formulated a 20 question survey. The survey was designed to either have the school administer the survey by hard copy or an online survey link. The Task Force began contacting schools to request for their participation. Several schools have participated, and by the end of May 2016 the Task Force received close to 1400 surveys. By the end of the 2016 grant period the surveys are still be analyzed from the data collected.

Overall the accomplishments of the Task Force for this grant period have proven to be a continued success. The Task Force has a good work environment and works well with the primary and associate agencies in our multi-jurisdictional area. The Task Force will continue to focus on the proactive investigations as these investigations play a role in the possible recovery of hands on offenders to children in our community.

Audit Requirements

| | |
|--|--------------------------------------|
| Date last audit was completed:* | June 29, 2016 |
| Date(s) covered by last audit:* | January 1, 2015 to December 31, 2015 |
| Last audit performed by:* | RubinBrown LLP |
| Phone number of auditor:* | 314-290-3300 |
| Date of next audit:* | May 2017 |
| Date(s) to be covered by next audit:* | January 1, 2016 to December 31, 2016 |
| Next audit will be performed by:* | RubinBrown LLP |

Total amount of financial assistance received from all entities, including the Missouri Department of Public Safety, during the date(s) covered by your agency's last audit, as indicated above.

The **Federal Amount** refers to funds received directly from the Federal Government or federal funds passed through state agencies in the form of grants, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance.

The **State Amount** refers to funds received directly from the State of Missouri, not including federal pass-thru funds, in the form of grants, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance.

Federal Amount:* \$1,207,989.00

State Amount:* \$2,779,746.00

Required Attachments

| Attachment | Description | File Name | Type | File Size |
|-----------------------------------|---|--------------|------|-----------|
| Memorandum of Understanding (MOU) | 2016 MOU for Boone County Cyber Crimes Task Force | 2016 MOU.pdf | pdf | 5.2 MB |

Other Attachments

Certified Assurances

To the best of my knowledge and belief, all data in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant attests to and/or will comply with the following Certified Assurances if the assistance is awarded:

2017 SCCG Certified Assurances

I am aware that failure to comply with any of the Certified Assurances could result in funds being withheld until such time that I, the recipient, take appropriate action to rectify the incident(s) of non-compliance. Where the Authorized Official is unable to certify to any of the statements in the Certified Assurances, he or she shall provide an explanation below and may attach documentation under the 'Other Attachments' form where needed.

I have read and agree to the terms and conditions of the grant.* Yes

If you marked No to the question above, please explain:

Your typed name as the applicant authorized official, in lieu of signature, represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application.

Authorized Official Name:* Daniel Atwill

Job Title:* Presiding Commissioner

Date:* 05/11/2016

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

July Session of the July Adjourned

Term. 20 16

County of Boone

In the County Commission of said county, on the

26th

day of

July

20 16

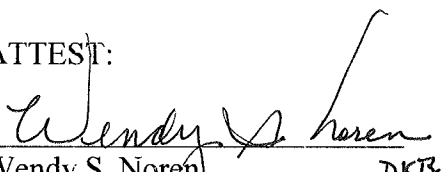
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby accept the recommendations from the Job Classification Committee as follows:


- Establish a "Project Manager" classification, class code 104850, pay range 45, minimum salary \$49,254, maximum salary \$73,881
- Establish a "Field Supervisor" classification, class code 302205, pay range 40, minimum salary \$43,555, maximum salary \$65,312

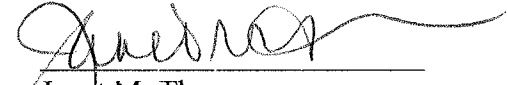
Done this 26th day of July, 2016.

ATTEST:


 Wendy S. Noren DKB
 Clerk of the County Commission


 Daniel K. Atwill
 Presiding Commissioner


 Karen M. Miller
 District I Commissioner


 Janet M. Thompson
 District II Commissioner

Boone County Human Resources

Jenna Redel
Director, Human Resources
and Risk Management



613 E. Ash Street
Columbia, MO 65201
Phone: (573) 886-4405
Fax: (573) 886-4444

July 19, 2016

Recommendations from Job Classification Committee

The Job Classification Committee met on July 18, 2016, to review and discuss the newly created positions of Project Manager in the IT Department and Field Supervisor in the Public Works Department. The Committee agreed to bring forward the following recommendations to the Commission:

Establish a "Project Manager" classification (class code 104850) on pay range 45.

Pay range 45 has a minimum salary of \$49,254 and a maximum salary of \$73,881.

Establish a "Field Supervisor" classification (class code 302250) on pay range 40.

Pay range 40 has a minimum salary of \$43,555 and a maximum salary of \$65,312.

The job descriptions for the positions are attached hereto.

Best Regards,

Jenna Redel



BOONE COUNTY JOB DESCRIPTION

| | | |
|---|--|--|
| JOB TITLE: <u>Field Supervisor</u> | NEW: <u>X</u> | REVISED: <u> </u> <small>(Please check one)</small> |
| REPORTS TO: <u>Road Maintenance Superintendent</u> | FLSA: <u> </u> | DATE: <u>7/19/2016</u> |
| DEPARTMENT: <u>Public Works</u> | JOB CODE: <u>101</u> | |

SUMMARY:

Under limited supervision, the Field Supervisor oversees the activities of multiple crews working on the maintenance of roads, bridges, and right of way in the County transportation system.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Supervises crews in the performance of maintenance operations such as mowing, grading, ditching, equipment and material hauling, bridge maintenance, culvert installation/drainage improvements, crack sealing, concrete panel replacement, chip sealing, tree trimming, snow removal/storm response, and sign maintenance.

Assigns tasks and equipment for daily activities; coordinates, schedules and assigns/reassigns employees to maximize efficiency of maintenance operations. Oversees job progress and quality of work and assists crew leaders with details and work plans.

Places orders for materials needed on a day to day basis and monitors quality of products and services purchased. Assists Road Maintenance Superintendent in prioritizing work on county roads and bridges.

Provides training to employees on safety, equipment operations, and maintenance procedures. Assists the Road Maintenance Superintendent in evaluation of employee performance and may make recommendations on employment, promotion, transfer, disciplinary action, and discharge.

Performs other duties as assigned.

KNOWLEDGE AND SKILL:

1. Basic computer knowledge and the ability to learn and use new technology
2. Basic construction math skills with ability to measure, add, subtract, multiply, divide, and accurately calculate material quantities.
3. Basic knowledge of Boone County road maintenance regulations and standards.
4. Basic knowledge of Boone County Public Works collective bargaining agreement.
5. Skill, coordination, and technical capacity to safely use/operate a variety of tools and equipment identified for use in this job.
6. Ability to communicate effectively and clearly in both oral and written form
7. Ability to multi task and have good time management skills

PHYSICAL DEMANDS:

Position requires FREQUENT sitting, talking, and hearing. The employee is constantly required to use hands and fingers to feel, handle, or operate objects, tools or controls, and reach with and hands and arms. Job requires physical stamina and endurance, including the ability to lift and carry up to 50 lbs, operate hand tools. Position may require frequent or occasional bending, kneeling, stooping, crouching, climbing, standing, reaching, and pulling. Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors. Squatting, kneeling, and reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 50-75 lbs from below waist to above shoulders and transporting distances up to 50 feet.

Job requires outdoor work that involves exposure to extreme temperatures, rain, sleet, snow, dust, fumes, and hot/dangerous chemicals or materials, traffic hazards, moving mechanical parts, vibration, and loud noise.

WORK ENVIRONMENT:

This position is exposed to wet/humid conditions, inclement outdoor weather, vibration, oils, moving mechanical parts, potentially hazardous bodily fluids, potentially hazardous or cancer-causing agents/chemicals, or very loud noises. May be required to work in confined spaces or hazardous traffic conditions.

Job requires nighttime work as needed, and requires the ability to respond to emergency situations within a reasonable time period.

MINIMUM QUALIFICATIONS:

High School diploma, 5 years of road and bridge maintenance experience, which include at least 2 years as crew leader or foreman, or equivalent combination of experience and completion of a specialized training program in road construction, project management, or related field; knowledge of gravel roads, concrete and asphalt streets, drainage structures,

pavement preservation and tree pruning techniques Valid Missouri Driver's License and excellent driving history

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)



BOONE COUNTY JOB DESCRIPTION

| | | |
|--|------------------------|--|
| JOB TITLE: <u>Project Manager</u> | NEW: <u>x</u> | REVISED: _____ <small>(Please check one)</small> |
| REPORTS TO: <u>Director of IT</u> | FLSA _____ | DATE: <u>07/16</u> |
| DEPARTMENT: <u>IT</u> | JOB CODE: _____ | |

SUMMARY:

Coordinates cross-functional, strategic projects while also leading internal projects and process improvement initiatives. Analyzes, gathers, and documents requirements for new projects and project enhancements as well as testing, implementation and rollout of projects.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Initiates, plans, executes and controls projects involving multiple people, offices, departments, stakeholders, and technology components. Aligns project requirements and deliverables with the strategic and tactical goals of the organization. Establishes and nurtures positive relationships with project sponsors, participants, stakeholders and customers. Measures and is accountable for the short- and long-term project results. Ensures proper processes are met and documented. Maintains close relationships with internal departments/offices in order to coordinate ancillary activities. Ensures the implementation of changes or new processes meet the organization’s requirements.

Understands the needs of the stakeholders. Defines project objectives and deliverables to meet those needs. Identifies assumptions and constraints that impact schedule, resources, costs, quality and risk. Defines scope, schedule, budget and quality levels for the project. Identifies, obtains where appropriate, and organizes necessary project resources. Prepares and executes plans for quality, change control, and communications. Prepares and gains approval on an overall Project Plan and Charter. Executes against the Project Plan while controlling and reporting on scope, schedule, quality, costs, resources and risks. Verifies and documents project results. Completes all tasks necessary to close the project, transitioning to an operational state, if necessary.

Develops and performs routine audit processes. Participates in recommendations for improvements of process and administrative issues or inefficiencies that impact the ancillary

activities. Implements process changes as needed. Develops and distributes documentation and business policies relating to contract maintenance processes. Develops charters for significant projects.

Problem resolution. Provides options to resolve issues and problems arising from ancillary development or execution processes.

Provides direct support (internal and external) including, but not limited to conference calls, timeline development, meetings, problem resolution, audits, and third party audits.

Prioritizes projects and day to day work flow for self and other team members as appropriate.

This role requires end-to-end project management accountability, demonstrating responsibility for and ownership of the entire process from beginning to end.

Other duties as assigned.

KNOWLEDGE AND SKILL:

Proficient with collaboration tools.

Able to communicate effectively with stakeholders

Experience with managing project teams comprised of 15 or more resources from multiple groups.

Effective written and oral presentation skills and facilitation skills.

Ability to communicate with all levels of internal stakeholders, external vendors, and partners.

Ability to work effectively as part of a team, but with little formal supervision or guidance.

Ability to apply effective change management processes.

Experience with managing large and/or complex budgets.

Ability to communicate a transparent story to our leaders and partners.

Ability to effectively status the project: scope, value, critical path schedule, key issues/risks, changes, dependencies, and financial summary

Experience with managing projects in a data and analytics space.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards.

OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Business, Project Management, Management Information Systems, Computer Science or related area, or the equivalent through a combination of education and work experience.

Experience with software applications such as Access, Excel or other PC based database tools.

Excellent communication and customer service skills, (i.e., presentation and written, listening, phone)

Strong analytical, planning, problem identification and resolution skills required

Effective communication with internal and external individuals in various functional areas and at all levels of management

Ability to plan for and integrate multiple tasks concurrently as well as work independently with minimal direction

Advanced Microsoft Office (Word, Excel, Outlook, PowerPoint, and Access) skills

Experience communicating basic project methodology concepts for managing scope, cost, and schedule

PREFERRED QUALIFICATIONS:

5-8 years relevant experience, including five years project management experience.

Familiarity with formal project management methodologies.

Demonstrated decision-making, analytical and problem solving abilities.

Track record of establishing priorities and meeting deadlines.

Effective supervisory skills.

PMP Certification

MBA or equivalent work experience preferred

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)