



Stan Hilkey
Sheriff

Western Colorado Drug Task Force



Bill Gardner
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Memorandum of Understanding for the Western Colorado Drug Task Force

Mission Statement: The mission of the Western Colorado Drug Task Force is to support the national drug control strategy of reducing drug use in this nation. Specifically, the mission is to facilitate cooperation and coordination among federal, state and local drug enforcement efforts to enhance combating drug trafficking organizations locally, regionally and nationally. This mission is accomplished through intelligence-driven joint multi-agency co-located drug task forces sharing information and working cooperatively with other drug enforcement initiatives including interdiction.

The Western Colorado Drug Task Force (WCDF) will be co-located with DEA, both groups will continue to have a high-quality working relationship. The WCDF will have constant communication with the DEA in regards to long term cases and the sharing of intelligence.

Task Force Structure: The Task Force will consist of seven Mesa County Sheriff's Office (MCSO) personnel. This personnel will consist of a Lieutenant, Intel investigator, two K-9 interdiction investigators, two investigators, and a HIDTA Administrative Assistant.

The Grand Junction Police Department (GJPD) will have four personnel assigned to the Task Force. This personnel will consist of a supervisor that will be responsible for day-to-day operations of the task force and three detectives.

The Lieutenant/Commander assigned to the WCDF will have the ultimate operational oversight of the WCDF, be responsible for HIDTA Grant Administration, be responsible for liaison with the DEA, and play an important role



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in collaborating with participating agencies, such as the "Street Crimes" teams, direction and de-confliction.

In addition to the above stated personnel, DEA will provide an agent to support the WCDTF as a liaison.

Responsibility of the HIDTA requirements: The responsibilities of the HIDTA funding and any other HIDTA requirements will be completed by the Lieutenant assigned to the Task Force. This Lieutenant will also oversee and work directly with the responsibilities of the HIDTA administrative assistant. The Lieutenant will be required to complete the yearly budget request and the annual enforcement reports that are required by HIDTA. Any cases initiated by the WCDTF will be entered into the "in house" statistics program by the case agent. The MCSO will be the fiscal agent for HIDTA funds.

Overtime and Personal Time Off: Any overtime expenses will be turned into the Administrative Assistant and can be approved by the Operational Supervisor or the Administrative Supervisor. Overtime will be paid out of HIDTA overtime funds. If the HIDTA overtime funds are spent prior to the end of the year, the MCSO and GJPD will be responsible for the remainder of the overtime expenses. Any vacation or time off requests will be approved by the Operational Supervisor or the Administrative Supervisor.

Evaluations for WCDTF Members: The supervisor from the MCSO that is assigned to the WCDTF will complete the required evaluations for any MCSO personnel assigned to the WCDTF. The supervisor from the GJPD assigned to the WCDTF will complete the required evaluations for any GJPD personnel assigned to the WCDTF.

Purchase of Evidence/Purchase of Information (PE/PI): This HIDTA funded account will be maintained, per MCSO policy, by the Administrative Supervisor assigned to the Task Force. The Operations Supervisor will also have access and availability to approve money to be used for the purchase of evidence or information. All necessary receipts must be completed by a supervisor, prior to the distribution of any funds to purchase evidence or information.



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The PE/PI funds are to be spent per HIDTA Policy and requirements. Funds spent for evidence and/or contraband such as narcotics and dangerous drugs, firearms, stolen property, etc. should be taken into consideration with the current "street value" of the evidence.

The payment for information will be determined and approved only by a supervisor of the WCDF. When paying an informant, the informant must sign the required paperwork given to them. This signature will be witnessed by at least two WCDF TFO's.

Intelligence Officer: The Intel Officer position is responsible for insuring information and intelligence is distributed to all groups that may be involved in any cases that the Task Force is involved with. This position is also responsible for equipment the Task Force has in inventory. The Intel Officer will maintain a log for any equipment being used or checked out that was purchased for the WCDF.

The Intel Officer will maintain the confidential informant files. The Intel Officer will insure the informant files are accurate and up to date. Only the Intel Officer, Operations Supervisor, and the Administrative Supervisor will have access to the informant files. The files will be secured in a lockable file cabinet.

The Intel Officer will maintain the de-confliction and intelligence data bases. The Intel Officer will insure these data bases are current and up to date with intelligence information.

Cooperation with uniformed "Street Crimes" Teams: The WCDF will have a high quality of cooperation with the "Street Crimes" Teams from the MCSO and the GJPD. Weekly meetings will be required from the three groups. These meetings will be conducted to insure intelligence is shared with the three groups. These three groups will work together to increase the pressure on criminal activity that is occurring in Mesa County.



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All de-confliction issues with the agency's "street crimes" teams must be brought to the attention of the WCDTF Lieutenant/Commander for attempted resolutions, with the respective agency's supervision. All conflicts between any combination of WCDTF, agency street crimes teams, and/or the DEA must be brought to the attention of the Lieutenant/Commander for attempted resolution before it is taken to any member of the governing board.

Case Initiation: Any "Long Term" cases or out-of-county assistance requests that are generated by members of the WCDTF must be discussed and approved by a supervisor.

Informant Handling: Only the WCDTF will have the responsibilities of informant handling. Any informants that are requested to be documented for use, must be approved by a supervisor from the WCDTF. If patrol resources, including street crimes and overlap teams, from either agency is requesting the use or signing of an informant, they must be approved by either supervisor from the WCDTF. Information required for documenting an informant will include; criminal history check, recent photograph of the informant, and one fingerprint card, sign up agreement, and a debriefing report (per HIDTA requirement).

When meeting with informants for any reason, no less than two investigators will be present. All informant information will be documented by the informant handler. This information will then be given to the Intel Officer who will be responsible for the maintenance and dissemination of information.

When an informant is being used in a WCDTF operation, that informant must be searched for any illegal contraband prior to and after the operation. If the informant has a vehicle that will be used during the operation, that vehicle must be searched prior to and after the operation.

Any payment to an informant must be approved, documented, and will be determined only by a supervisor from the WCDTF. No funds from the WCDTF will be "fronted" for the furtherance of a case. The use of an undercover officer will be at the discretion of the Operational Supervisor.



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Members of the WCDTF will not socialize or maintain any type of relationship other than a professional one with informants or defendants. Such conduct will result in disciplinary actions.

Operational Plans: Operation plans will be completed during any prearranged purchases of evidence, or at the discretion of the Operations Supervisor.

Interdiction Efforts: The interdiction efforts will be conducted by two K-9 investigators. These efforts will be coordinated with the Operations Supervisor. Other members of the WCDTF will also take part in interdiction efforts such as bus, highway, hotel, and any other types of interdiction investigations. K-9 investigators shall take all safety precautions prior to searching vehicles during interdiction efforts.

If an interdiction case is made, a supervisor will be immediately notified. That supervisor will make the decision for additional manpower to assist in the interdiction case. Any interviews of suspects should take place at the Mesa County Sheriff's Office or the Grand Police Department. Any evidence from the interdiction case will be processed at the Grand Junction Police Department.

When possible, interdiction cases should be considered for furtherance of the case to the point of delivery or back to the point of origin. This strategy is consistent with HIDTA and ONDCP goals and objectives for regional and National impacts.

Policy: Members of the MCSO and the GJPD are responsible and accountable for the policy of their respective law enforcement agency and are subject to the specified rules and regulations related to discipline and appeals. Any conflicting policy issues will be immediately brought to the attention of the Operations Supervisor.

Vehicles: MCSO and GJPD officers will adhere to their respective department's policies as to the proper operation and use of their leased vehicles. The MCSO and GJPD understand that they or HIDTA will provide the Task Force officers with vehicles suitable for surveillance and daily duties. While on duty and acting on Task



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Force business, the MCSO and GJPD officers assigned to the Task Force shall be subject to all HIDTA, MCSO, and GJPD policies, rules, and regulations governing the use of the vehicles for work, home to work transportation, and for personal business.

Processing of evidence and Reports: Any cases initiated by members of the WCDF shall be indicated by drawing a Grand Junction Police case number from the Grand Junction Regional Communications Center. All evidence recovered during the investigation will be placed into evidence at the Grand Junction Police Department with proper documentation, following the GJPD Policies and Procedures for evidence. All cases generated by the WCDF will be completed per GJPD reports.

Forfeitures and Asset Seizures: All cases that meet the requirements for property and or money seizures will be conducted under the Federal System.

Risk Management: The supervisors of the WCDF will evaluate the risk associated with any Task Force operation, prior to any action being undertaken. Supervisors shall consider and weigh the potential risk associated with the operation and the capabilities of their personnel. Supervisors shall consider and deploy resources of the MCSO and GJPD in an effort to mitigate the risks associated with any operation. Supervisors from the WCDF will have the authority to stop any operation if they feel the operation is becoming unsafe. It should be noted that it is also the responsibility of each individual task force member to consider or constantly asses the risks of each operation.

Use of Tactical Teams: The use of either SWAT Teams will be assessed and determined by the WCDF supervisor. Warrants initiated by the WCDF will be executed by the SWAT Team that has jurisdiction over the location where the warrant is to be executed. Any No-Knock warrants must be served by the SWAT team with the jurisdiction of the warrant or unless mutual aide is requested by either SWAT Commander. Any execution of other warrants or events will be at the discretion of the WCDF supervisor.



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Media: Cases that are prosecuted on the State or Local level will follow the existing procedures of the MCSO and the GJPD for release to the press or media. If the incident occurred in the city, the GJPD PIO will be contacted. If the incident occurred in the county then the MCSO PIO will be contacted. The supervisor from the WCDTF will be responsible for contacting either PIO and has the discretion of not notifying the PIO due to case integrity. Any cases handled at the Federal level will be as per DEA guidelines or regulations.

Jurisdiction: The principal area of jurisdiction for the WCDTF is Mesa County. However, this does not prohibit members of the WCDTF from traveling outside Mesa County. When the need to travel outside Mesa County arises, authorization from a supervisor must be obtained prior to the travel taking place.

Security of Building: Members of the WCDTF will maintain documents and any case sensitive items in a professional manner. Case sensitive items will be locked up during off duty hours.

Any visitors of the building will sign the book when brought inside the building and will be escorted through the building. The last person to leave the building for the end of shift will be responsible for the setting of the alarm.

Discipline: Should the need for any disciplinary action arise against any Task Force Officer, the disciplinary action imposed shall be the responsibility of the officer's respective agency. The Task Force Administrative Supervisor or Operations Supervisor may recommend to each officer's respective agency, any disciplinary action against any Task Force Officer. The Task Force Administrative Supervisor or Operations Supervisor may place a Task Force Officer on paid administrative leave to address an immediate concern regarding violation(s) or suspected violation(s) of policy or procedures or any perceived safety issues. Upon taking this action the supervisor will notify the respective agencies of his/her actions via the appropriate chain of command. The employing agency will contact the affected employee and proceed in accordance with their respective policies and procedures governing administrative leave and disciplinary issues.



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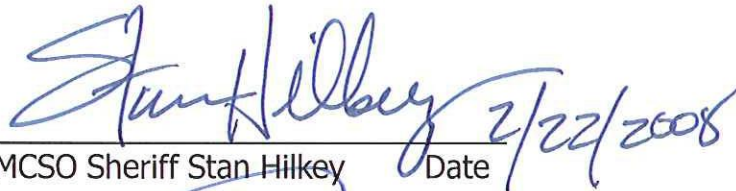
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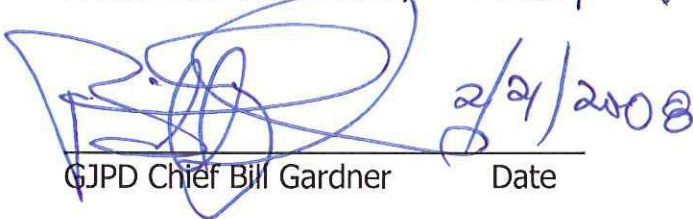


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Governing Board: The Governing Board will consist of the Mesa County Sheriff, the Chief of the Grand Junction Police Department, and the Resident Agent in Charge from the DEA. Representatives from each agency may be appointed by the Governing Board. The Governing Board will resolve any conflicts that are not able to be resolved by the supervisors of the WCDTF. The Governing Board can request meetings at any time for any issues that involve the WCDTF. Additional policies will be developed by the Governing Board.


MCSO Sheriff Stan Hilkey Date 2/22/2008


GJPD Chief Bill Gardner Date 2/21/2008

DEA/ WCDTF Organizational Chart

