



ICAC Unit Supervisor Training

City, State

Date

Time	Agenda Item
Monday, Date	Day 1
8:00 am – 8:30 am	<p>Welcome & Overview of Course – On-Site Training Coordinator During this period administrative issues and paperwork will be handled. On-site logistics will be covered and classroom introductions will be made.</p>
8:30 am – 9:30 am	<p>Opening Remarks – Instructor 1 During this module an overview of the ICAC program will be discussed along with its history. OJJDP's commitment to the ICAC program will also be discussed. The participant will be provided with OJJDP's prediction for future trends and directions, along with OJJDP expectations.</p>
9:30 am – 12:00 pm	<p>ICAC Strategic Plan – Instructor 2 This module will discuss the strategic planning process for ICAC along with a strategic plan summary. National program priorities for ICAC will also be discussed. The Training and Technical Assistance deliverable and action items will be discussed along with the accomplishments of the ICAC working group. The on-going activities of the ICAC working group committees will also be discussed.</p>
12:00 pm – 1:00 pm	<p>Lunch (provided)</p>
1:00 pm – 5:00 pm	<p>Management and Supervision of an ICAC Unit – Instructor 3 This module will provide participants with a basic understanding of the importance in building, managing and maintaining the individual Internet Crimes Against Children (ICAC) Unit and its role, in the overall ICAC theme. Specific discussions include Leadership, Team Building, Agency Integration, Collaboration and Program Sustainability. This module will provide the new Unit Supervisors and/or Second-in-Command with a better understanding of their individual role in their respective Unit and its importance in the overall National Program.</p>
Tuesday, Date	Day 2
8:00 am – 9:00 am	<p>ICAC Investigations and Training – Instructor 4 During this module the participants will be provided with a historical background of the ICAC Training and Technical resources available to the ICAC Task Forces and how it has impacted their investigations. This discussion will include the evolution of ICAC investigations from the early beginnings through today. The discussion will include the training that is available to ICAC Units and how this training compliments ICAC investigations. It will also provide the participant with an understanding on how to apply for the training, who can receive the training and their role as a supervisor in the training.</p>

Time	Agenda Item
9:00 am – 12:00 pm	<p>Investigations in the ICAC Environment – Instructor 5 This module will provide participants with basic overview of the types of investigations conducted within the ICAC environment. Specific discussions focus on proactive and reactive investigations and the ICAC Program Operational and Investigative Standards are discussed. This module will help new Unit Supervisors unfamiliar with ICAC investigations gain a better understanding of the types of investigations conducted by ICAC regional task forces and the ICAC investigative standards that ensure consistent, sound investigation.</p>
12:00 pm – 1:00 pm	<p>Lunch (provided)</p>
1:00 pm – 3:00 pm	<p>Victim & Suspect Characteristics/Interviewing Themes – Instructor 4 This module will provide the participant with an overview of both victim and suspect characteristics and learn various ways offenders use the Internet and computer technology to sexually exploit children. Various themes will be addressed that may assist the investigator in gaining cooperation of the offender during the interview process.</p>
3:00 pm – 5:00 pm	<p>The News Media – Instructor 6 This module will provide the participant both definitive and descriptive discussions for understanding and successfully dealing with the news media during high-profile internet crimes investigations. Participants will receive instruction covering various aspects of media relations, including: understanding the complex and evolving nature of the media, the "new" news media, legal issues, the public's interaction and involvement with the media, news media expectations and tactics, and case study examinations. Participants will be able to understand the nature and environment of the news media, and how media coverage can be managed and/or overcome.</p>

Wednesday, Date	Day 3
------------------------	--------------

8:00 am – 12:00 pm	<p>Legal Issues for ICAC Supervisors – Instructor 7 This module will cover the legal issues that an ICAC Unit Supervisor needs to understand. Topics will include federal privacy statutes and the process necessary to obtain case information; search and seizures issues; proactive and reactive investigations; role of citizens reporters including cybervigilante groups; defenses commonly raised; civil liability issues; and teaming with probation/parole officers in ICAC investigations.</p>
12:00 pm – 1:00 pm	<p>Lunch (provided)</p>

Time	Agenda Item
1:00 pm – 3:30 pm	<p>Knock & Talks / Officer and Public Safety – Instructor 8 Participants will be provided with tactics and techniques to use when conducting Knock and Talks. Students will be instructed on what information to obtain before conducting the Knock and Talk, and how to increase their chances of obtaining the information they are seeking. A guide on what to search for and a comprehensive list of questions to ask the subject will be included and discussed from a supervisor's perspective.</p> <p>Participants will receive an overview of the on-line predator arrest protocols and operational guidelines that are in place to maximize officer and community safety. Videos of actual takedowns are used to show the participants the tactics used in taking down on-line child sex predators. Students will discuss the advantages of operational plans, and how they can be effectively used by supervisors.</p>
3:30 pm – 5:00 pm	<p>OJJDP Grant Requirements & QRP – Instructor 9 This module will provide the participant with an understanding of the OJJDP grant requirements. Specifics in the discussion will include financial reporting and financial rules, accounting for grant property, documentation of funded personnel, reporting requirements including reporting mechanisms and performance measures. The discussion will include monthly data collection including definitions and reporting requirements for this data. The participants will also be provided with an understanding of the federal expectation in an audit including audit practices and standards, as well as how to prepare for an audit. Included in this module is an understanding and familiarity of the federal grant management system. The discussion will include how to upload progress reports into the GMS. This module will also provide participants with an understanding of the QRP Process for ICAC Task Forces.</p>

Thursday, Date	Day 4
----------------	-------

8:00 am – 9:30 am	<p>Surviving an Audit (Questions and Answers) – Instructor 10 During this module students will be provided information, examples and ideas that will enable them to prepare for an audit of their ICAC Grant by the Federal Inspector General Office. The student will receive an overview of the audit process and what their responsibilities as an ICAC Task Force Commander are during the audit. They will be given specific information on getting organized and record retention.</p>
9:30 am – 12:00 pm	<p>Understanding Forensics and Supervising a Forensic Unit – Instructor 11 This module will provide participants with an understanding of computer forensics. It will address the issues facing a Unit Supervisor in supervising an ICAC Forensic Unit. It will address the needs of a forensics unit in space, storage, equipment, software, training, policies and manpower issues. This module will help the new Unit Supervisor better understand apply to the supervisory role some of the basics of computer forensics.</p>
12:00 pm – 1:00 pm	<p>Lunch (provided)</p>

Time	Agenda Item
1:00 pm – 4:00 pm	<p>NCMEC Resources – Instructor 12 During this module the students will be provided with information related to resources provided by NCMEC to ICAC Units. The resources discussed will include Cyber tips and victim identification. The discussion will also include what is expected of the ICAC Units in providing assistance to NCMEC in victim identification issues, as well as Cyber tip issues.</p>
4:00 pm – 5:00 pm	<p>Tour of NCMEC – Instructor 12 & Staff The participants will be provided with a tour of the NCMEC facility, including discussions of the roles for each work group section and contacts for different sections.</p>

Friday, Date	Day 5
8:00 am – 10:30 am	<p>Outreach & Education – Instructor 13 This module will provide participants with an understanding of two focus areas of the ICAC Strategic Plan; 1) Increase Capacity and 2) Prevention Activities. During this block students will discuss and share their collective knowledge to formulate ideas for participating as an affiliate, or adding affiliate agencies to their ICAC Regional Task Force Units. Also during this block prevention and Internet safety will be discussed. Many examples of Internet Safety Programs will be offered, along with methods and tips to reaching parents, students and a variety of organizations with safety messages.</p>
10:30 am – 11:45 am	<p>Week Wrap-up with Discussion, and Question and Answer– On-Site Training Coordinator The instructor will facilitate a discussion with the class to review the week's activities and summarize the expectations of OJJDP, investigative issues that include proactive and reactive cases, high tech forensics, and the ICAC Outreach program. Participants will have an opportunity to review the issues unique to their jurisdiction as well as strategies they have employed to overcome them so that they can meet national and local goal and objectives. The discussion will include working with the lead agency's command staff, meeting the grant goals with limited funding including possible cutbacks in state or federal funding, working with and using affiliates to meet the grant goals and other related issues.</p>
11:45 am – 12:00 pm	<p>Evaluations and Certificates – On-Site Training Coordinator</p>