

## **NOTICE OF GUIDANCE DOCUMENT**

Pursuant to Wis. Stat. § 227.112, the Wisconsin Department of Justice is hereby seeking comment on the following proposed guidance documents:

**Alicia's Law Overtime Reimbursement Request Form Narrative**

**Alicia's Law Overtime Reimbursement Request Form Template**

### **PUBLIC COMMENT AND DEADLINE FOR SUBMISSION**

Comments may be submitted to the Wisconsin Department of Justice until February 24, 2020, by emailing the agency contact person listed below.

### **AGENCY CONTACT PERSON**

Karla Z. Keckhaver  
Assistant Attorney General  
[keckhaverkz@doj.state.wi.us](mailto:keckhaverkz@doj.state.wi.us)



## 2015 WISCONSIN ACT 369 “ALICIA’S LAW”



### FUNDING FOR ICAC CRIMINAL INVESTIGATIVE OPERATIONS

#### **BACKGROUND**

On April 19, 2016, *2015 Wisconsin Act 369*, known as “Alicia’s Law,” was signed into law. The legislature drafted Alicia’s Law in order to assist Wisconsin’s Internet Crimes Against Children (ICAC) Task Force with conducting criminal investigative operations. One of the ways Alicia’s Law provides assistance is through an appropriation dedicated to the Wisconsin ICAC Task Force. This fund is managed by the Wisconsin Department of Justice - Division of Criminal Investigation (DCI), which is the “lead” ICAC Task Force agency in the State of Wisconsin and the agency that manages Wisconsin’s ICAC Task Force.

The ICAC Task Force program’s goals are to increase the investigation and prosecution of ICAC offenses, and to increase public awareness and prevention of ICAC offenses. The national policy objectives for the ICAC Task Force Program are:

1. Increase the investigative capabilities, including the effectiveness and efficiency, of law enforcement officers in the detection, investigation of qualifying offenses and the apprehension of offenders;
2. Conduct proactive and reactive ICAC investigations;
3. Increase the number of ICAC (state and federal) offenses being prosecuted;
4. Create a multi-agency task force response to ICAC offenses;
5. Enhance the nationwide response to ICAC offenses;
6. Develop and deliver ICAC public awareness and prevention programs.

The primary purpose of the ICAC Task Force program is to investigate, prosecute, and deter the possession, production, distribution of child pornography and the utilization of the Internet to seek children as sexual victims.

#### **OVERTIME REIMBURSEMENT FOR ICAC TASK FORCE AFFILIATE AGENCIES**

In the spirit of Alicia’s Law, reimbursement will be provided to Wisconsin ICAC Task Force affiliate agencies for overtime which is incurred and is directly related to ICAC enforcement activities and operations, including search warrants and consent searches, “traveler” and trafficking operations, arrest operations, and other undercover operations. These activities should be direct efforts to locate evidence of a crime and arrest individuals engaged in crimes against children that are technology-based and/or human trafficking.

The purpose and goal is to allow ICAC Task Force affiliate agencies the ability to investigate ICAC cases as quickly as possible (and as a result, allow agencies to work more/additional investigations) by providing reimbursement for overtime expenses for agency personnel.



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#### **To request overtime reimbursement, ALL of the following must apply:**

- The overtime is being sought to reimburse an Internet Crimes Against Children or Human Trafficking investigation
- Overtime is being sought to reimburse an enforcement activity/operation (i.e., search warrant or consent search, “traveler” or trafficking operation, arrest operation, or other undercover operation)
- The requesting agency has a signed current (2016 version) Wisconsin ICAC Task Force MOU on file
- The requesting agency has uploaded statistical information (“performance measures”) to the ICAC Data System regarding the operation and investigation
- The requesting agency has current, active, case referral (“CyberTips”) module in ICAC Data System

Overtime is at the employee’s actual overtime rate (does not include fringe benefits) for overtime costs to conduct the investigative operation.

#### **REIMBURSEMENT REQUEST PROCESSES**

1. Upload statistical information regarding both the investigation and operation into the ICAC Data System ([www.icacdatasystem.com](http://www.icacdatasystem.com))
2. Completely fill out the Wisconsin ICAC Task Force Overtime Reimbursement Request Form
3. Submit the reimbursement request form no later than 15 days after the conclusion of a calendar month (i.e., January requests are due no later than February 15)
4. Certify and upload the form to the Wisconsin ICAC Task Force affiliate portal at <https://icac.doj.wi.gov>. Above the login information on the site, you will see a link that says “to submit an expense for reimbursement, click here.” Click on that, and then fill out the information, including an uploaded copy of the reimbursement request form. You will need your agency’s account number, if you do not know your agency account number, please contact the Wisconsin DOJ ICAC Task Force program at [icac@doj.state.wi.us](mailto:icac@doj.state.wi.us)
5. Reimbursements will be issued as they are received and processed



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#### KEY CONTACTS

- Wisconsin ICAC Task Force Commander
  - Director Matthew Joy
    - 920-427-2245
    - [joymd@doj.state.wi.us](mailto:joymd@doj.state.wi.us)
  
- DCI ICAC Operations (field operations support)
  - Special Agent in Charge Jesse Crowe, ICAC Western Wisconsin
    - 608-243-2119
    - [crowejj@doj.state.wi.us](mailto:crowejj@doj.state.wi.us)
  
  - Special Agent in Charge Joe Mech, ICAC Eastern Wisconsin
    - 414-227-2106
    - [mechjp@doj.state.wi.us](mailto:mechjp@doj.state.wi.us)
  
  - Special Agent in Charge Ben Poller, Human Trafficking Bureau
    - 608-219-5016
    - [pollerbg@doj.state.wi.us](mailto:pollerbg@doj.state.wi.us)
  
- DCI Digital Forensics Unit (on-scene preview examinations and lab forensic support)
  - Digital Forensics Supervisor Tim Lokrantz
    - 608-264-6369
    - [lokrantztw@doj.state.wi.us](mailto:lokrantztw@doj.state.wi.us)
  
- Wisconsin ICAC Task Force program (for questions about ICAC Task Force)
  - Program Manager Dana Miller
    - 608-243-2131
    - [millerdlc@doj.state.wi.us](mailto:millerdlc@doj.state.wi.us)



## Wisconsin ICAC Task Force Overtime Reimbursement Request Form

The Wisconsin Department of Justice - Division of Criminal Investigation (DCI) will provide reimbursement for overtime for the purpose of conducting human trafficking and ICAC enforcement activities, including execution of search warrants and undercover operations. Reimbursement will be based at the officer's regular overtime rate. Benefit costs cannot be reimbursed. Please submit one reimbursement request form per activity or investigation per month (use multiple forms if multiple investigations were conducted during the month).

*To add more rows click on the [+] button. Then, place cursor in the "Name" box and tab through the rows.*

ICAC Task Force Affiliate Agency Name: \_\_\_\_\_  
 Wisconsin ICAC Task Force affiliate portal account number: \_\_\_\_\_  
 ICAC Task Force Affiliate Agency Address: \_\_\_\_\_  
 Current ICAC Signed MOU: \_\_\_\_\_ Request for the month of: \_\_\_\_\_

Agency Case #: \_\_\_\_\_ Event: \_\_\_\_\_ County of Event: \_\_\_\_\_  
 Number of Arrests: \_\_\_\_\_ Devices Seized: \_\_\_\_\_ On Scene Preview Exam Conducted? \_\_\_\_\_  
 Performance Measures Uploaded to ICAC Data System? \_\_\_\_\_

**This Form Must Be Submitted by the 15<sup>th</sup> of the Month Following the Date Overtime was Earned.**

Add/Delete Rows	Name	Title	Date of OT	No. of Hours	Regular OT Rate	Total OT \$ Earned
+ -						
+ -						
<b>Total:</b>						

I certify the above information is true and correct to the best of my knowledge.

Name and Title: \_\_\_\_\_

Certified By: \_\_\_\_\_

ICAC Task Force Commander Approval: \_\_\_\_\_

**To Submit:**

Save signed form and open the Wisconsin ICAC Task Force affiliate portal at [https://icac.doj.wi.gov/affiliate\\_submissions/expense](https://icac.doj.wi.gov/affiliate_submissions/expense). Fill out the information, upload your saved copy of the reimbursement request form, and click "Save for Review."  
*\*\*If you do not know your agency's portal account number, please contact [icac@doj.state.wi.us](mailto:icac@doj.state.wi.us)*

## CERTIFICATION OF PROPOSED GUIDANCE DOCUMENT

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections 227.10 and 227.11 of the Wisconsin Statutes. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly permitted by a statute or a rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

On behalf of the Attorney General

A handwritten signature in blue ink, appearing to read 'Charlotte Gibson', is written over a horizontal line.

CHARLOTTE GIBSON

Division of Legal Services Administrator