



Memorandum of Understanding

Northern California Regional Intelligence Center

Stephen Sherwood
Chairperson, NCHIDTA/NCRIC

Kenneth Binder
Sheriff – San Mateo County/Fiscal Agent – NCHIDTA/NCRIC

Mike Sena
Director, NCHIDTA/NCRIC



NORTHERN CALIFORNIA REGIONAL INTELLIGENCE CENTER

MEMORANDUM OF UNDERSTANDING

Staffing Agreement

THIS MEMORANDUM OF UNDERSTANDING (MOU), made and entered into by and between the Northern California Regional Intelligence Center (NCRIC), herein referred to as the "NCRIC", a federal-state-local law enforcement collaborative Fusion Center managed by the Northern California High Intensity Drug Trafficking Area (NC HIDTA) Executive Board, herein referred to as the NCHIDTA Executive Board, the San Mateo County Sheriff acting as fiduciary and fiscal agent of the NC HIDTA and NCRIC, and the San Mateo County District Attorney's Office (SMCDAO), hereinafter referred to as "Member Agencies," collectively referred to as "Parties," and

WHEREAS, the Parties have found it to be of mutual benefit to provide for the most efficient utilization of their resources and services in the application to Public Safety efforts within their jurisdictions; and

WHEREAS, the Parties are committed to complete cooperation and coordination in providing the highest level of public safety services to the public, guided by the principle that performing cooperatively is in the best interest of the public; and

WHEREAS, the Member Agencies provide public safety services within their jurisdictions; and

WHEREAS, the Member Agencies are dedicated to the most efficient utilization of their resources and services in public safety endeavors within their jurisdictions; and

WHEREAS, the Member Agencies are committed to complete cooperation and coordination in providing the highest level of safety services to the public, guided by the principle that cooperative efforts are in the public's best interest; and

NOW, THEREFORE, for and in consideration of the covenants contained herein, the Parties hereby agree as follows:

IT IS HEREBY AGREED, by and between the Parties as follows:

Mission

The Northern California Regional Intelligence Center (NCRIC) is a multi-jurisdictional public safety information fusion center comprised of the Northern California High Intensity Drug Trafficking Area (NCHIDTA) Investigative Support Center and the NCRIC Homeland Security Programs. The NCRIC is managed under the NCHIDTA Executive Board. The NCRIC was created to assist local, state, federal and tribal public safety agencies and critical infrastructure locations with the collection, analysis and dissemination of all major crimes threat information.

It is the mission of the NCRIC to protect life, critical infrastructure, key resources, privacy, civil rights, and civil liberties through information sharing, analysis, criminal intelligence and technology that focuses a whole of government and community approach to identify, prevent, protect against, mitigate, and assist in the response to and the recovery from the greatest human-made threats and major hazards in the Federal Northern District of California

Purpose

The purpose of this MOU is to provide for the administration of grants and government funds that were awarded to establish the HIDTA and NCRIC, which provide a local and coordinated approach to addressing the complex problems of homeland security, terrorism, narcotics, human trafficking, gangs, organized crime, violent crime, cyber-crime, serial criminal events, and other major public safety threats to the region and the United States of America; including the staffing arrangements for those public entities contributing human or financial resources to support the NCRIC's public safety mission.

STAFFING/RESOURCE PARTNERSHIP AGREEMENT

1. ORGANIZATION, STRUCTURE AND DIRECTION:

- a. The San Mateo County District Attorney's Office has agreed to support the efforts and philosophy of the NCRIC and desires to obtain the services of a Northern California Regional Intelligence Center (NCRIC) Analyst to support the San Mateo County Human Trafficking Task Force project.
- b. The NCRIC operates within the existing organizational structure of the NCHIDTA, with the Executive Director of the NCHIDTA simultaneously serving as the Executive Director of the NCRIC. The San Mateo County Sheriff's Office serves as the fiduciary for the federally funded NCRIC initiative. This organization has been determined to be consistent with the NCRIC grant and the NCHIDTA regulatory framework.
- c. Responsibility for overall policy and direction of the NCRIC will rest with the NCHIDTA/NCRIC Executive Board through its designee, the NCHIDTA/NCRIC Executive Director. Decisions on matters of mutual concern to all Parties, relating to such policy and direction, will be reported in a timely fashion at the quarterly NCHIDTA/NCRIC Executive Board meetings.

- d. The number of staff that the SMCDAO agrees to fund through the NCRIC and the authority to assign analytical tasks to NCRIC personnel and contractors detailed to the SMCDAO's Human Trafficking Task Force project, within the mission and objectives of the NCRIC, will be retained by SMCDAO.
- e. Day-to-day operations of the NCRIC will be the responsibility of the NCHIDTA/NCRIC Executive Director and the Deputy Directors.

2. DURATION:

The term of this MOU is one year from the date it is fully executed by all parties.

3. MAXIMUM PAYMENT:

In no event shall NCRIC's total fiscal obligation under this MOU exceed two hundred fifty thousand (\$250,000).

4. MOU CHANGES:

Any changes and additions to the MOU shall be made by written amendments to this MOU and shall not be effective until approved in writing by the Parties. The Parties may conduct a joint review of this MOU at any time to identify needed changes, which may be amended by written mutual agreement of the Parties.

5. REIMBURSEMENT:

This MOU **includes** reimbursement for salary, benefits, overtime, training, and travel for personnel assigned to the SMCDAO's San Mateo County Human Trafficking Task Force project to perform the duties described in "EXHIBIT A - SCOPE OF SERVICES AND SCHEDULE OF PERFORMANCE" on page 8 of this agreement.

Invoices will be sent to:

San Mateo County District Attorney's Office
500 County Center, 3rd Floor
Redwood City, CA 94063

Reimbursement checks should be sent to the following address along with a copy of the invoice:

Northern California Regional Intelligence Center/NC HIDTA
P.O. Box 36102
San Francisco, CA 94102
Attn: Fiscal Officer

6. PHYSICAL LOCATION AND SUPPORT:

The NCRIC and SMCDAO will jointly provide equipment and office space for the NCRIC personnel assigned to the San Mateo County Human Trafficking Task Force project.

7. MEDIA RELATIONS:

All inquiries from news media representatives regarding the NCHIDTA and NCRIC are to be forwarded to the NCHIDTA/NCRIC Executive Director. The Executive Director, or his/her designee, is authorized to speak to the media concerning HIDTA/NCRIC operations support, policies or procedures. Inquiries or information for public release will be referred to the respective Member Agency that has jurisdiction over the matter. Matters of concern to multiple agencies will be handled externally by the NCRIC utilizing existing relationships between participating agencies. Any media releases regarding the mission or operations of the NCRIC that involve Member Agencies will generally require prior approval of the department heads of the Parties.

8. RECORDS AND REPORTS:

- a. All NCRIC records generated by those assigned to the San Mateo County Human Trafficking Task Force project will be maintained in the NCRIC's electronic systems or the SMCDAO's electronic systems, if they are not otherwise disseminated. Dissemination of any information from the San Mateo County Human Trafficking Task Force project will be done only in compliance with applicable state and federal laws, standards and procedures on a need to know and right to know basis, and with the approval of the SMCDAO.
- b. Classified material containing information or security files as defined in section 6254(f) of the California Government Code and/or 6USC482 (e) will be restricted by NCRIC and the SMCDAO will only be released to other agencies on a need to know basis.

9. DURABILITY:

This MOU shall become operational and effective upon execution by the Parties. Parties may terminate the Staffing/Resource Partnership portion of this MOU Agreement at any time by giving written notice to the other Parties at least sixty (60) days prior to the effective date of termination.

10. BENEFITS AND IMMUNITIES:

The Parties shall agree that the provisions of this MOU are not intended to directly benefit and shall not be enforceable by any person or entity not a party to this MOU. This MOU is not intended to confer any legal rights or benefits on any person or entity other than the Parties of this MOU.

11. INDEMNIFICATIONS:

Notwithstanding the provisions of Government Code Section 895.2, Parties shall defend, indemnify, and hold harmless every other party and its officers, agents, employees and representatives from any and all losses, liability, damages, claims, suits, actions and administrative proceedings, and demands and all expenditures and cost relating to acts or omissions of the indemnitor, its officers agents or employees arising out of or incidental to the performance of any of the provisions of this MOU. Parties do not assume liability for the acts or omissions of persons other than their respective officers, its employees, agents and officers shall be solely responsible for its employee's and contractor's acts or omissions.

The San Mateo County Sheriff has agreed to act as the fiduciary and fiscal agent for the NCRIC and is doing so in an administrative capacity only. In that capacity, the County of San Mateo and the Sheriff administer the fiscal and administrative matters and are the registered owners of the vehicles and equipment used by the NCRIC. The Member Agency shall defend and indemnify the County of San Mateo and the San Mateo County Sheriff for any and all claims that are based on the Sheriff's service as the NCRIC fiduciary, NCRIC fiscal officer, or both or either of them.

12. SIGNATORIES NOT AGENTS:

Parties to this MOU shall have no authority, express or implied, to act on behalf of any signatory in any capacity whatsoever as an agent. The Parties shall have no authority, express or implied, pursuant to this MOU to bind each other to any obligation whatsoever.

13. ASSIGNMENT PROHIBITED:

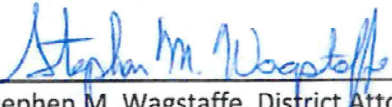
Parties to this MOU may not assign any right or obligation pursuant to this MOU. Any attempted or purported assignment of any right or obligation pursuant to this MOU shall be void and of no effect.

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14. NON-DISCRIMINATION:

No person shall, on the grounds of race, color, religion, ancestry, gender, age, national origin, medical condition, physical or mental disability, sexual orientation, pregnancy, childbirth or related medical condition, marital status, or political affiliation be denied any benefits or subject to discrimination under this agreement.


IN WITNESS WHEREOF, the parties hereto have executed this MOU on the date as written below.



Stephen M. Wagstaffe, District Attorney
San Mateo County District Attorney's Office

5-19-2026


DATE



Stephen M. Sherwood (May 21, 2026 17:59:03 PDT)
Stephen Sherwood, Chairperson
NCHIDTA/NCRIC Executive Board

05/21/2026

DATE



Kenneth Binder, Sheriff
San Mateo County Sheriff's Office
NCHIDTA/NCRIC Fiscal Agent

5/19/2026

DATE



Mike Sena, Executive Director
NCHIDTA/NCRIC

05/19/2026

DATE

EXHIBIT "A"

SCOPE OF SERVICES AND SCHEDULE OF PERFORMANCE

- 1.0. **SCOPE OF SERVICES.** The Intelligence Analyst will perform the Services described in this Exhibit "A," in accordance with the terms of the Agreement.

The NCRIC Analyst will:

1. Review local, state and federal law enforcement systems and public data bases for indications of human trafficking within San Mateo County and generate monthly and quarterly intelligence reports related to:
 - Human trafficking crime trends.
 - Prolific human traffickers.
 - Potential business and residential locations associated with human trafficking based upon calls for service, public safety reporting, and public tips, leads and suspicious activity reporting.
 - Recently issued human trafficking and organized crime related arrest warrants.
 - Recently released high-risk offenders.
 - Individuals who pose a public safety threat.
 - Other criteria to be mutually agreed to by SMCDAO and the NCRIC.
2. Provide case support and human trafficking field operations support to the SMCDAO law enforcement partners.
3. To the extent appropriate and lawfully permissible, distribute information and intelligence from these findings, assessments, and human trafficking investigations to:
 - Local, state and federal law enforcement.
 - Approved Non – Governmental Organization (NGO) human trafficking prevention and response partners.
 - NCRIC information sharing partners and NC HIDTA Task Forces & Initiatives.
 - City and county government leaders.
4. Be responsible for generating, receiving and vetting Suspicious Activity Reporting (SARs) related to human trafficking and organized crime by:
 - Generating, collecting, vetting, and forwarding San Mateo County Suspicious Activity Reports (SARs) to the NCRIC's Vetting and Awareness Team (VAT) relative to San Mateo County.

The assigned analyst must also maintain the standard level of expertise and skill set, the NCRIC Crime Analyst will participate in trainings, certifications, briefings, and conferences as determined by a NCRIC Lead Analyst or NCRIC Management. The training cost and travel expenses associated with the training beyond the allocated SMCDAO budget for the position would be borne by the NCRIC.