

# 2022 FBI-NCA MOU

## Frequently Asked Questions

Updated: July 25, 2022

### CAC Participation in the FBI-NCA MOU

Which CACs are eligible to participate in the FBI MOU?

All Accredited CACs are eligible for participation in the FBI-NCA MOU.

Where can CACs sign on to participate in the MOU?

Please visit the [FBI MOU page](#) on NCA Engage to view the MOU, FBI forensic interviewing protocols, and the link to complete the MOU participation form. You must be logged in to NCA Engage to view all the MOU materials.

What is the benefit to a CAC of signing on to this MOU?

The MOU was created not to benefit either the FBI or CACs, but to benefit victims and families. As always, providing a neutral, safe environment for forensic interviews and services is optimal for all victims. Additionally, CAC participation in the MOU demonstrates at the national level that CACs and FBI work collaboratively and further demonstrates the importance of utilizing CACs as best practice.

Do CACs have to sign on to the MOU to work with FBI partners?

The FBI is more likely to work with a CAC that has signed the MOU as it makes the FBI aware of the resources the CAC has available and any stipulations for use.

Our CAC cannot meet all the requirements of the MOU, can we still participate?

Yes. CACs that cannot meet all of the components of the MOU can still participate in the MOU by noting their limitations in the stipulations sections on the [MOU participation form](#).

Can CACs charge FBI for use of CAC space?

The CAC can only charge the FBI if they are also charging their other law enforcement partners. We ask CACs that charge law enforcement for use of space to make note of this stipulation section of the [MOU participation form](#).

Can a CAC withdraw their participation in the FBI-NCA MOU?

Yes. CACs may end their MOU participation at any time by notifying the NCA contact for this partnership, Heather Provencher, at [hprovencher@nca-online.org](mailto:hprovencher@nca-online.org).

### Information Sharing

Can FBI Victim Specialists share information with the CAC about referrals and services for families?

Yes. FBI Victim Specialists can share information that will allow for the best support to be provided for families.

Does the MOU allow CACs to share case history information with FBI?

Yes. The MOU allows the CAC and FBI to share information that is important and relevant to the case for investigative or victim services purposes. This includes prior visits of the child to the CAC.

When the CAC interviewer does the forensic interview can the case be presented in a CAC case review?

If the CAC interviewer conducts an interview of an FBI case the FBI requests that FBI personnel be present at the case review to answer any relevant questions. The MOU indicates that FBI cases will not be discussed at a case review unless FBI personnel are present or have provided written approval.

Can FBI victim specialists share information about cases for CACs to provide on-going services?

Yes. FBI Victim Specialists can share basic information that will allow for the best support to be provided for families.

Our CAC is provided with very limited information to include information on the family members, information for FBI cases case. Is this normal and/or how can we be provided with more information?

In the past the FBI did not share much information with CACs and still may not in particular incidences due to case classification/sensitivity. However, part of the MOU is to facilitate information sharing especially if the CAC staff are being requested to interact/provide resources to the family.

## Forensic Interview Recording Storage

Is the CAC permitted to retain the interview recording in an FBI case if the interview was conducted by the CAC forensic interviewer?

Yes. CACs are asked not to maintain recordings of interviews conducted by FBI Child/Adolescent Forensic Interviewers (CAFIs), but interviews conducted by CAC forensic interviewers may be maintained at the CAC in accordance with CAC policy.

If a case has federal and local jurisdiction, is the CAC allowed to maintain the forensic interview recording?

Whether or not the CAC maintains a forensic interview recording has less to do with the jurisdiction and everything to do with who conducted the interview. FBI recordings of forensic interviews are kept by the CAC if a CAC interviewer conducted the interview. If an FBI CAFI conducted the interview the FBI asks that the interview recording be deleted in a timely manner. If that is not possible, FBI CAFIs can bring their own recording equipment to CACs to record their interviews.

How is shared jurisdiction (local and federal investigations) handled?

If it is known at the time of the interview that there will be both state and federal charges, whichever agency has the lead should have their interviewer conduct the interview. At the time of the interview, jurisdiction may not yet have been decided, or various components of the case may be handled by multiple jurisdictions simultaneously depending on the child's statements and corroborating evidence. FBI CAFIs ask questions relevant for both state and federal charges, so we ask CAC interviewers to do the same to minimize the number of interviews conducted. FBI CAFIs are also available for consultation if the CAC interviewer would like feedback or collaboration prior to an interview. However, if the CAC

interviewer is not trained on federal statutes/presenting evidence it may be in the best interest of the child to utilize a FBI CAFI.

## FBI Services and Personnel

Does FBI CAFIs' training meet the NCA Forensic Interviewing Accreditation Standard essential components?

Yes. NCA has reviewed and approved FBI CAFI training and continuing education as meeting NCA Accreditation standards. CACs do not need to individually review FBI CAFI training documentation.

What does FBI Victim Specialist (VS) training entail?

The FBI Victim Specialists have continuous training consistent with the NCA Standards. They are highly qualified service providers that come to the Victim Specialist position with experience. At the FBI they have mandatory training as well as many continuing education opportunities to enhance their skillset.

Does FBI arrange for interpretations services when needed?

Yes, the FBI has a Language Quality and Training Unit and can arrange for interpreters for FBI cases as needed.

## Referrals

How do FBI Victim Specialists determine where to refer families for mental health and other services?

FBI VSs keep a cadre of resources available throughout their area of responsibility to which they can refer victims for services. The resources that a VS will provide a particular victim will depend on the particular needs of the victim and what resource will best meet that need. FBI VSs provide resources based upon their skillset, relationships, and interactions with local community partners as well as a needs assessment of the victim. CACs are encouraged to orient FBI VSs in their area on CAC services to ensure they are aware of CAC referral opportunities.

What should be done if it seems the CAC is not receiving referrals for follow-up services on FBI cases?

Utilizing the CAC may not be the resource that the VS and victim/family assess meets their needs in a particular case. However, if a CAC feels they are continuously not being utilized for services please feel free to reach out to your local FBI Victim Specialists to ensure they are aware of CAC services available. If the case is referred to the CAC for services, the FBI can share case information with the CAC that would benefit the victim.

## CAC Protocols and Partnership

How does a CAC report a concern regarding their work with the FBI?

FBI personnel do want to respect facility protocols while also following its agency guidelines/protocols. Any concerns can be brought to NCA's coordinator for this partnership, Heather Provencher at [hprovencher@nca-online.org](mailto:hprovencher@nca-online.org) or 202-548-0090 ext. 119 and the FBI CVSU Unit Chief, Catherine "Katie" Connell at [cconnell@fbi.gov](mailto:cconnell@fbi.gov) or 586-214-0324 and they can assist with a resolution.

Will FBI follow CAC protocols around safety and other policies?

FBI personnel should follow CAC policies. If FBI personnel are disregarding the CACs policies and a discussion among parties has not resolved the matter please reach out Heather Provencher at [hprovencher@nca-online.org](mailto:hprovencher@nca-online.org) or 202-548-0090 ext. 119 and FBI CVSU Unit Chief, Catherine “Katie” Connell at [cconnell@fbi.gov](mailto:cconnell@fbi.gov) or 586-214-0324 and they can assist with a resolution.

How would FBI handle cases where a child needs to be interviewed as a victim, but is currently charged with a violent crime on another matter?

FBI CAFIs can do interviews in various locations, so if there is a safety concern, please discuss with the team member requesting the interview and we can make alternate arrangements for a location.