

**CJ 469 Task Force MOU Worksheet Guidelines and Rubric**

**Overview:** Managers have a duty to ensure their task forces have the necessary resources to efficiently and safely carry out an operation. In some situations, internal resources or skill sets may be lacking, and managers must seek assistance from outside agencies. Depending on the type of assistance required, there are different types of agreements that can be put in place for the collaborative effort. For this assignment, you will research two types of agreements commonly used in law enforcement: the memorandum of understanding (MOU) and the memorandum of agreement (MOA).

**Prompt:** Assume you are the manager of an FBI task force. You have had a case referred to you concerning a potential terrorist attack involving an explosive device at a big sporting event in a large city. After reviewing the case, you have determined that you will require assistance from the local police force. Determine the general type of assistance that will be required and fill in the first three sections of the [Task Force MOU Template](#).

**Guidelines for Submission:** Submit the Task Force MOU Template with the first three sections complete:

**Background**

- What type of agency would this case be transferred from?
- What facts are present at the time the case is referred?

**Purpose**

- Common goals
- Participation of parties involved

**Understanding of the Parties**

- Expectations of each party
- What each party will provide (e.g., manpower, supplies, support)
- Timeline (approximate)
- Any restrictions (background, purpose, understanding of the parties)

**Rubric**

<b>Critical Elements</b>	<b>Exemplary (100%)</b>	<b>Proficient (85%)</b>	<b>Needs Improvement (55%)</b>	<b>Not Evident (0%)</b>	<b>Value</b>
<b>Background</b>	Meets “Proficient” criteria and submission is substantiated with details	Submission includes facts present at the time of referral and a logical referring agency	Submission includes incomplete background	Does not include a background description	30
<b>Purpose</b>	Meets “Proficient” criteria and demonstrates nuanced understanding of the purpose of the MOU	Submission describes the common goals and participation of the parties involved	Submission does not sufficiently describe the purpose of the MOU	Does not describe the purpose of the MOU	30
<b>Understanding of the Parties</b>	Meets “Proficient” criteria and submission is substantiated with data and examples	Submission provides logical expectations of both parties and is easily understandable	Submission does not provide a sufficient explanation of the understanding of the parties	Does not include an understanding of the parties involved in the MOU	30
<b>Articulation of Response</b>	Submission is free of errors related to citations, grammar, spelling, syntax, and organization and is presented in a professional and easy to read format	Submission has no major errors related to citations, grammar, spelling, syntax, or organization	Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas	Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas	10
<b>Earned Total</b>					<b>100%</b>