



## **BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES**

### **OPERATING POLICY AND PROCEDURES**

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#### **Section I. Purpose and Authority**

This memorandum of understanding (MOU) sets forth the conditions and understanding between the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) and the Trinidad & Tobago Ministry of National Security (hereinafter the "Participants"), with the intent to establish a partnership with regard to policy and procedures relative to the access and utilization of eTrace services that is made available to law enforcement agencies by ATF.

#### **Section II. Background**

The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) is a law enforcement agency within the United States Department of Justice, dedicated to preventing terrorism, reducing violent crime and protecting the nation. In its efforts to enhance homeland security in the United States, ATF works collaboratively and in partnership with foreign governments and law enforcement agencies in order to assist friendly nations and allies in the fight against international criminal organizations whose criminal enterprise poses a threat to the citizenry and global peace.

To combat this threat, ATF uses its unique capabilities, which includes eTrace. This system is a paperless firearm trace submission system and trace analysis computer module that is readily accessible through a connection to the World Wide Web (Internet). This internet application provides the necessary utilities for submitting, retrieving, storing and querying firearms trace related information relative to particular jurisdictions, thereby allowing for the systematic tracing of firearms that may have been recovered from crime scenes. Analysis of firearms trace data can assist in the identification of firearms trafficking patterns and geographic profiling for criminal hot spots and possible sources of illicit firearms.

Law Enforcement agencies that make a commitment to comprehensive and systematic crime gun tracing will be able to effectively use the eTrace firearms trace information platform for developing the best investigative strategies for the reduction of firearms-related crime and violence.

**Section V. Procedures**

A. Trinidad & Tobago Minister of National Security is to:

1. Appoint a primary and alternate point of contact within the agency. The above appointed individuals are to be responsible for providing and maintaining a list of all personnel within their agency that will require access to eTrace.
2. Complete "Attachment A" (Agency Approved eTrace Users) of this MOU. No individual is to be given access to eTrace without being listed on Attachment A as an agency approved user.
3. Immediately notify the ATF National Tracing Center (NTC) in the event that an individual's eTrace account needs to be suspended or revoked. Such suspension or revocation might be necessary for any number of reasons, to include (but not be limited to): employee transfer, retirement, or release from employment. Initial notification for account revocation can be made by contacting the eTrace Customer Support Group at telephone number (304) 260-1500.
4. Refer any technical questions relating to the use, operation, or resolution of technical difficulties involving eTrace to the NTC's eTrace Customer Support Group at telephone number (304) 260-1500.
5. Mail the original completed and signed MOU and pertinent attachments to the ATF National Tracing Center at the following address:

Bureau of Alcohol, Tobacco, Firearms and Explosives  
National Tracing Center Division  
244 Needy Road  
Martinsburg, WV 25401  
Attn: eTrace Customer Service Group

B. The Bureau of Alcohol, Tobacco, Firearms and Explosives, National Tracing Center, is to:

1. Upon receipt of this signed MOU, initiate communication with the designated POC for the Trinidad & Tobago Ministry of National Security and provide detailed instructions on the process of requesting and receiving an eTrace user account.
2. Review all applications for eTrace access in a timely manner and facilitate the provisioning of accounts to include relative user identifiers and passwords. Once accounts are activated, a representative from the NTC is to contact each individual user and provide them with their account information.





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**MEMORANDUM OF UNDERSTANDING - ATTACHMENT: A  
AUTHORIZED USERS OF ETRACE**

**Participating Law Enforcement**

**Agency Name:** Trinidad and Tobago Police Service  
**Agency Address:** Police Administration Building  
Cor. Sackville & Edward Streets  
Port of Spain, Trinidad

	<b>Designated Law Enforcement Agency Primary Point of Contact</b>	<b>Designated Law Enforcement Agency Alternate Point of Contact</b>
<b>Name:</b>	<b>James Philbert</b>	<b>Raymond Craig</b>
<b>Title:</b>	Ag. Commissioner of Police	Ag. Deputy Commissioner of Police
<b>Telephone:</b>	868-678-5231; 868-623-8429	868-703-5786; 625-6377
<b>E-Mail Address</b>	james_philbert@yahoo.com	8768@ttps.gov.tt
<b>Signature:</b>		
<b>Date:</b>	May 19 2009	May 19 2009

**AUTHORIZED eTRACE USERS**

<b>NAME</b>	<b>TITLE</b>	<b>AGENCY</b>	<b>TELEPHONE</b>	<b>E-MAIL ADDRESS</b>
Harold Phillip	Senior Superintendent	Fraud Squad	707-6445 623-2644	fraudsquadpos@hotmail.com
Simon Alexis	Senior Superintendent	O.C.N.F.B.	741-5175 625-0867	Simonalexis2002@yahoo.com
David Nedd	Senior Superintendent	Homicide Bureau	789-6509 625-7078	dagnedd@hotmail.com
John Martinez	Superintendent (Ag.)	C.I.U.	742-1657 623-9571	Martinez_9080@yahoo.com