



## American Association of Motor Vehicle Administrators

### NMVTIS Law Enforcement Subcommittee – Charter

I. **NAME:**

The name of the subcommittee shall be NMVTIS Law Enforcement Subcommittee here after called the "*Subcommittee*." The Subcommittee works under the auspices of, and reports to the AAMVA Law Enforcement Standing Committee.

II. **PURPOSE:**

The purpose of the *Subcommittee* is to identify business requirements regarding how law enforcement can use NMVTIS, and more specifically, the NMVTIS Law Enforcement Access Tool (LEAT) to provide law enforcement with the information necessary to investigate vehicle-related crimes. When NMVTIS law enforcement business issues are identified, they shall be forwarded to the staff liaison to the *Subcommittee* to bring to the *Subcommittee* on a case-by-case basis for review/resolution. When NMVTIS business issues may affect policies and practices addressed by the Law Enforcement Standing Committee, the *Subcommittee* shall bring the issues to the Law Enforcement Standing Committee for consideration.

III. **BACKGROUND**

The National Motor Vehicle Title Information System (NMVTIS) is an electronic system designed to protect consumers from fraud and unsafe vehicles and to keep stolen vehicles from being resold. Investigative evidence shows that criminals involved in domestic auto theft enterprises often perpetrate violent crimes, such as homicide, drug trafficking, human trafficking, and terrorism.

NMVTIS captures specific pieces of vehicle information from state motor vehicle titling agencies, automobile recyclers, junk and salvage yards, and insurance carriers into one system. Furthermore, NMVTIS LEAT is intended to provide local, state and federal law enforcement with the information necessary to investigate, deter and prevent vehicle-related crimes.

It is necessary to establish a *Subcommittee* to assist in identifying the business requirements that will support optimal use of the system by law enforcement.

**IV. MEMBERSHIP**

- a. *Subcommittee* leadership shall consist of a Chair who is appointed by the Chair of the Law Enforcement Standing Committee. A Vice Chair may be appointed but is not required. *Subcommittee* leadership shall be from a participating NMVTIS jurisdiction. *Subcommittee* leadership shall serve a term of one year and may be reappointed by the Chair of the Law Enforcement Standing Committee for another year. If the *Subcommittee* Chair withdraws from the *Subcommittee* at any time during his or her term, the Chair of the Law Enforcement Standing Committee shall appoint a replacement.
- b. The remaining *Subcommittee* members will consist of 1 law enforcement representative from each of AAMVA's four regions and 1 additional law enforcement representative serving as member at-large; 1 representative from the Vehicle Crimes Committee of the International Association of Chiefs of Police (IACP); 1 law enforcement representative from a Canadian jurisdiction or the Royal Canadian Mounted Police (RCMP); 1 representative from the International Association of Auto Theft Investigators (IAATI); appointed by the Law Enforcement Standing Committee Chair for a three year term. Each *Subcommittee* member term shall be for three complete fiscal years – a complete fiscal year is from October 1 through September 30. Members whose term expired is allowed to apply for additional terms with no limit on the number of terms eligible to serve. If a *Subcommittee* member withdraws from their *Subcommittee* position before the end of his or her term, the Law Enforcement Standing Committee Chair shall appoint a replacement to complete their term. A member who is unable to participate on a regular basis may be required by the Law Enhancement Standing Committee Chair to resign from the *Subcommittee*.
- c. One representative from the National Insurance Crime Bureau (NICB) and one representative from the North American Export Committee (NAEC) or National Salvage Vehicle Reporting Program (NSVRP) shall be standing Technical Advisors of this *Subcommittee*.
- d. Representatives of the U.S. Department of Justice will be invited to participate in the *Subcommittee*.
- e. *Subcommittee* leadership, in consultation with the AAMVA staff liaison, may invite additional Technical Advisors to participate in the *Subcommittee* as needed.
- f. The AAMVA Law Enforcement Program Manager will serve as the primary staff liaison to the *Subcommittee*.

**V. MEMBER RESPONSIBILITIES**

Members of the *Subcommittee* will:

- a. Provide analysis, advice and recommendations with respect to opportunities to promote and expand NMVTIS usage among the law enforcement community.
- b. Address issues on an on-going, as needed basis and provide periodic reports on its progress to the Law Enforcement Standing Committee.
- c. Identify and resolve business issues relating to law enforcement using NMVTIS.
- d. Work under the direction of Law Enforcement Standing Committee and coordinate activities with other NMVTIS-related efforts.
- e. Support the overall goal of having law enforcement fully utilizing NMVTIS.
- f. Actively participate in conference calls and meetings.
- g. Respond in a timely manner to requests for information.
- h. Provide and support ongoing communications between the NMVTIS Law Enforcement Subcommittee and the broader AAMVA jurisdictional base.
- i. Endorse and promote NMVTIS Law Enforcement Subcommittee decisions within the AAMVA and NMVTIS communities.

**VI. MEETING PROCEDURES**

The *Subcommittee* will meet at the call of the *Subcommittee* Chair, either by conference call or in person when necessary. It is anticipated the *Subcommittee* will meet in person at least once a year and hold ad hoc conference calls to address issues that require immediate attention. Cost associated with conference calls and/or meeting travel will be charged against the budget approved under either 1) the NMVTIS grant funding or 2) the Law Enforcement Standing Committee. Technical Advisors are responsible for costs associated with *Subcommittee* meeting attendance.

Coordination of each *Subcommittee* meeting shall be the responsibility of the AAMVA staff liaison assigned to the *Subcommittee*, who shall provide notice to members prior to each meeting and maintain and publish minutes of each meeting.

The presence of two-thirds of the members, either in person or by teleconference, shall constitute a quorum. A majority vote of the members present shall constitute an official action by the *Subcommittee*.

The following principles shall be followed:

- 1) All meetings will start and end on time.
- 2) All meetings will have a published agenda.
- 3) Agendas and discussion materials (where applicable) will be distributed well in advance of calls.
- 4) Topics for a given meeting will be limited to ensure adequate time for discussion by the *Subcommittee*.
- 5) Time limits will be established for each agenda topic and will be adhered to.
- 6) Sidebar conversations must be kept to a minimum. Issues within a state should either be discussed offline or with the *Subcommittee* as a whole.
- 7) Change proposals must be evaluated in terms of overall merit and potential improvement to NMVTIS. While conflicting priorities and limited resources at the state(s) may factor into the overall evaluation, no proposal should be dismissed solely based on those limitations.

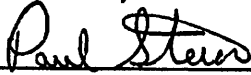
**VII. CHARTER AMENDMENTS**

All proposed amendments will be circulated to all *Subcommittee* members by the AAMVA staff liaison and, if approved by a majority of the *Subcommittee*, forwarded to the AAMVA Law Enforcement Standing Committee for approval.

**VIII. COMMITTEE TERMINATION.**

The NMVTIS Law Enforcement Subcommittee is a permanent *Subcommittee*, established by the Law Enforcement Standing Committee. The Law Enforcement Standing Committee, by a majority vote of its members, may request that the AAMVA Steering Committee dissolve the *Subcommittee* at any time. The AAMVA Steering Committee may, by a majority vote of its members, dissolve the *Subcommittee* at any time.

Submitted by:

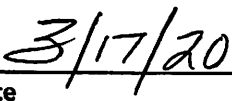
  
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Paul Steier, AAMVA Law Enforcement Program Manager

Approved by:

  
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Melissa Zebley, Chair, Law Enforcement Standing Committee

  
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Date

Revised February 2020