AAMVA DMV Investigator Integration Working Group Charter

I. NAME
The name of the working group shall be the “DMV Investigator Integration Working Group”, hereinafter referred to as the “Working Group”.

II. PURPOSE and ANTICIPATED DELIVERABLES
The Working Group shall conduct a comprehensive mission scope survey of all DMV Investigation Units within AAMVAs membership. The survey will provide the Working Group with a detailed AAMVA DMV Investigative Unit profile including: Mission, FTE strength [sworn versus non-sworn personnel], and more. The survey will also encourage member input on service(s) AAMVA can provide to this portion of the AAMVA community.

The survey, complimented by the experience and expertise of the working group members, will be used to develop a white paper outlining recommended strategies and action items that will result in full integration of DMV investigators into the activities of, and resources provided by AAMVA under the auspices of the Law Enforcement Standing Committee. Some of the action items that may result include, but are not limited to:

- Develop a document that will include guidance and principles for a DMV Investigative Unit.
- Create AAMVA conference session content for future AAMVA conferences germane to DMV Investigation Unit missions;
- Develop a DMV Investigator-centric AAMVA Webinar series;
- Develop DMV Investigator, Fraud Detection & Remediation (FDR) training module;
- Strengthen mission awareness, information sharing and partnerships between DMV Investigative Units and Federal, State/Provincial, local law enforcement and prosecutors (as appropriate);
- Develop a protocol for cross-jurisdictional partnerships, investigations, and deconfliction.

III. BACKGROUND
The mission statement of the AAMVA Law Enforcement Standing Committee (LESC) is “To inspire collaboration between law enforcement and driver/motor vehicle administrators to improve highway and public safety.” Until now, and consistent with that mission statement, the LESC has focused primarily on increasing law enforcement participation in AAMVA events and developing best practice solutions on contemporary issues germane to our DMV and law enforcement membership.

Although LESC work continues to sustain and improve on the gains made toward this mission in the past several years, the LESC believes that in order to reach the next level, DMV investigators need to be integrated into the LESC and its activities, and that this audience needs to be more proactively and directly served by AAMVA generally, and by the LESC more specifically.
Many DMVs have an integrated DMV Investigations Unit, however, there is a large disparity throughout North America in terms of staffing, mission scope, and arrest authority.

IV. MEMBERSHIP
   a. The Working Group shall consist of individuals representing DMV investigative units of various mission disciplines (driver and vehicle investigative focus) and state law enforcement.
   b. The efforts of the Working Group will be supported by three AAMVA staff liaisons: Director of Law Enforcement, staff lead; Director of Regional Support (Regions I & II); and Director of Regional Support (Regions III & IV).
   c. The membership of the Working Group shall not exceed 14-members.

V. MEETING PROCEDURES
   a. The Working Group will meet at the call of the working group chair, either by conference call or in person. A minimum of two (2) face-to-face meetings are planned, plus conference calls as needed to develop the required deliverables. Costs associated with conference calls and/or travel will be charged against the budget approved by AAMVA. The Chair of the Working Group and the staff liaison will communicate regularly with the group of the current state of activity and future plans.
   b. 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 of the Working Group.
   c. Draft documents will be shared and reviewed by the parent committee (LESC) and any recommendations / suggestions made will be considered by the Working Group. A final document will be published with the intent that it be a living document and revised when and as necessary.

VII. CHARTER AMENDMENTS
All proposed amendments must be approved by a quorum of Working Group members, and forwarded to the LESC for final approval.

VI. WORKING GROUP TERMINATION
The Working Group will be dissolved not later than December 31, 2016 unless extended by the LESC. No funds may be expended beyond September 30, 2016 unless approved through the AAMVA FY17 budget process.

Submitted by:
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Approved by:

Darrin Grondel, Chair, Law Enforcement Standing Committee – March 8, 2016