



SIMPLY REPORT

MEMORANDUM OF UNDERSTANDING **Between Safe House Project (Simply Report) and Kittitas County Sheriff's Office** *Regarding Access to Simply Report Platform*

This Memorandum of Understanding (MOU) is entered into by and between **Safe House Project**, a national nonprofit organization operating the **Simply Report** platform (hereafter "SHP"), and **Kittitas County Sheriff's Office (APD)** (hereafter "The Agency") for the purpose of authorizing access to the Simply Report dashboards for designated investigative personnel.

PURPOSE

The purpose of this Memorandum of Understanding (MOU) is to establish a collaborative agreement between Kittitas County Sheriff's Office ("The Agency") and Safe House Project ("SHP") regarding the appropriate access, use, and responsibilities associated with the Simply Report platform. Simply Report is a secure, technology-based system designed to facilitate the identification of suspected human trafficking, coordinate timely and appropriate response efforts, and enhance national capacity to disrupt trafficking networks.

This MOU defines the roles and expectations for law enforcement personnel accessing the platform in an investigative capacity. It outlines procedures to support interagency coordination, ensure appropriate handling of sensitive information, and protect the integrity of the system and the safety and autonomy of survivors. It also affirms both parties' shared commitment to using this tool to:

- Facilitate investigative follow-up on suspected trafficking cases;
- Promote transparency and reduce duplication through agency deconfliction;
- Strengthen real-time and ongoing coordination among local, state, tribal, and federal law enforcement entities;
- Ensure that personally identifiable information (PII) is protected and only accessible by authorized individuals with a legitimate investigative purpose;
- Preserve trauma-informed, survivor-centered practices by limiting the use and distribution of sensitive data;
- Maintain a secure and auditable system for coordination and action that supports; but does not replace, traditional investigatory or emergency protocols.

Through this agreement, the Agency affirms its commitment to adhere to the role-specific access permissions and responsibilities outlined in this document and related operational policies issued by Safe House Project, including applicable Standard Operating Procedures (SOPs). This collaboration is intended to strengthen the Agency's efforts to identify, investigate, and disrupt human trafficking while ensuring the responsible use of digital investigative and coordination tools.

BACKGROUND

Human trafficking remains one of the most pervasive and underreported crimes in the United States, requiring coordinated, multi-jurisdictional, and trauma-informed responses. Safe House Project is a national non-profit organization dedicated to the eradication of human trafficking through survivor identification, emergency response coordination, strategic partnerships, and capacity-building for agencies across the public and private sectors.

To support its mission, Safe House Project developed the **Simply Report** platform — a proprietary, secure, and survivor-centered reporting and coordination tool that enables the public, frontline professionals, and partner agencies to report suspected trafficking, access services, and coordinate response efforts. The platform is designed to address long-standing gaps in victim identification, case coordination, and investigative transparency across jurisdictions and systems.

Simply Report serves as both a technology solution and a strategic infrastructure to:

- Increase the identification of victims of trafficking;
- Route emergency or life-risk reports to appropriate responders, including Public Safety Answer Points (PSAP);
- Facilitate follow-up by law enforcement and other authorized agencies;
- Provide anonymized or redacted data to support strategic prevention and outreach;
- Preserve survivor autonomy and safeguard sensitive data;
- Promote deconfliction and collaboration between agencies and across jurisdictional boundaries.

Recognizing that law enforcement agencies are key partners in identifying and disrupting trafficking networks, this MOU establishes the framework for how the Kittitas County Sheriff's Office will participate in Simply Report as an authorized user with investigative responsibilities. It also ensures that all personnel operating within the platform do so in accordance with clearly defined permissions, access tiers, and shared standards for ethical use, compliance, and coordination.

This MOU is one component of Safe House Project's broader collective impact model to empower survivor recovery, enhance investigative outcomes, and deliver actionable insights to those best positioned to respond — while protecting the individuals and communities most vulnerable to exploitation.

DEFINITIONS

For the purposes of this Memorandum of Understanding (MOU), the following definitions shall apply:

1. Law Enforcement Agency (LEA):

A municipal, county, state, tribal, territorial, or federal agency legally authorized to enforce criminal law, conduct investigations, and support prosecution of offenses, including human trafficking.

2. Investigator-Level Access:

A tier of Simply Report access granted to individuals within a law enforcement agency who are responsible for conducting or directly supporting criminal investigations. This includes:

- Sworn law enforcement officers, detectives, task force agents, and prosecutors;
- Civilian employees such as intelligence analysts who provide direct investigative support.

Investigator-level access includes visibility into full report content, personally identifiable information (PII), uploaded attachments, and investigative notes. It also includes nationwide search capabilities.

3. State Hotline-Level Access:

A limited-access tier for designated civilian users within a law enforcement agency who do not have investigatory responsibilities but require access for statistical tracking, compliance reporting, or administrative purposes. These users:

- May only view reports within the agency's Area of Responsibility (AOR);
- Cannot view PII, attachments, or case notes;
- Cannot enter or modify case information.

4. Area of Responsibility (AOR):

The jurisdictional area in which an agency or user has lawful authority to operate or investigate, such as a city, county, state, tribal territory, or other defined region.

5. Point of Contact (POC):

An individual designated by the LEA to oversee and manage the agency's participation in Simply Report. The POC is responsible for:

- Approving user registration requests;
- Ensuring that users are appropriately assigned access levels;
- Notifying Safe House Project of changes in personnel or user eligibility;
- Participating in annual user access reviews.

6. Personally Identifiable Information (PII):

Any information that may identify or locate an individual, including but not limited to names, phone numbers, email addresses, physical addresses, photographs, and report narratives containing descriptive detail. PII is only visible to users with Investigator-level access and only when voluntarily submitted by the reporter.

7. Disposition:

A required or recommended field for certain users to record the status or outcome of a report (e.g., "Follow-up Initiated," "No Action Required," "Referred to Another Agency"). Used for coordination and deconfliction across agencies.

8. Notes:

A field within Simply Report used to document investigative activity, provide coordination updates, and support interagency communication. Users with Investigator-level access are encouraged to use this field to indicate when a report is actively being followed up on.

9. Simply Report Platform:

A proprietary technology-based reporting and coordination system developed and administered by Safe House Project. The platform facilitates secure, consent-based submission and management of suspected trafficking reports, supports multi-agency coordination, and protects survivor information and system integrity.

10. Public Safety Answering Point (PSAP):

A designated emergency communications center responsible for receiving 911 calls and dispatching emergency response services. Within the Simply Report platform, PSAPs are authorized external users whose access is limited to life-risk or time-sensitive reports that are automatically routed to their dispatch dashboard based on jurisdiction. PSAPs have view-only access to such reports and are required to acknowledge and assign a disposition upon review. PSAPs do not conduct investigations and are not permitted to search or browse reports within the platform.

USER ELIGIBILITY AND ACCESS LEVELS

Access to the Simply Report platform is role-based and restricted to individuals within law enforcement agencies who have a direct, job-related need to access system data for investigative or administrative purposes. This section outlines the eligibility criteria and access levels available to agency personnel.

4.1. Eligibility Criteria

To be eligible for access to the Simply Report platform, an individual must:

- Be employed by or formally contracted with the law enforcement agency that has executed this MOU;
- Require access to the platform in the course of their assigned duties, either to conduct or support criminal investigations or to fulfill an approved administrative function;
- Be individually credentialed — shared logins, group accounts, or access by proxy are strictly prohibited;
- Have completed required role-specific training provided or approved by Safe House Project prior to receiving system credentials;
- Be approved for access by the agency's designated Point of Contact (POC), who must verify that the access level requested is appropriate to the individual's job responsibilities.

All user access requests are subject to review and approval by Safe House Project and may be denied or modified at SHP's sole discretion.

4.2. Access Levels

Eligible users will be assigned one of the following access levels, based on their functional role within the agency:

A. Investigator-Level Access

This level is reserved for individuals who conduct or directly support criminal investigations related to suspected human trafficking or related offenses. Eligible users include:

- Sworn officers and detectives;
- Task force agents;
- Prosecutors involved in trafficking case review or prosecution;
- Civilian intelligence or crime analysts supporting investigations.

Permissions include:

- Full access to all reports, including those submitted outside the agency's geographic jurisdiction;
- Visibility into personally identifiable information (PII), narrative content, uploaded attachments, and law enforcement notes;
- Ability to search the platform across all jurisdictions;
- Capability to add Notes and assign a Disposition;
- Tools to support investigative follow-up, agency coordination, and case deconfliction.

B. State Hotline-Level Access

This level is reserved for agency-affiliated personnel who do not conduct or support active investigations but may need access for administrative or analytical purposes. Eligible users may include:

- Civilian staff responsible for crime data analysis, public reporting, or agency compliance functions;
- Users whose role is limited to viewing aggregate trends or internal data summaries.

Permissions include:

- View-only access to redacted summaries of reports submitted within the agency's defined Area of Responsibility (AOR);
- No visibility into PII, attachments, law enforcement notes, or investigative details;
- No search capability or access to reports outside of the assigned jurisdiction;

- No ability to add Notes or assign Dispositions.

This level of access is informational only and shall not be used to support, initiate, or influence criminal investigations.

4.3. Access Assignment and Oversight

The agency's designated Point of Contact (POC) is responsible for:

- Reviewing and approving all user access requests;
- Verifying that the individual's access level aligns with their job responsibilities;
- Submitting required user registration information to Safe House Project;
- Ensuring that users complete all onboarding requirements prior to activation;
- Notifying Safe House Project promptly if a user changes roles, leaves the agency, or no longer requires access.

Safe House Project will assign user access based on this MOU, internal protocols, and final discretion. Users may be reclassified, suspended, or removed at any time if access is deemed no longer appropriate or compliant.

ACCESS CONDITIONS AND USE LIMITATIONS

Access to the Simply Report platform is granted solely for the purpose of supporting authorized law enforcement efforts to identify, follow up on, and coordinate responses to suspected human trafficking. Users must adhere to the specific conditions and limitations associated with their assigned access level. Misuse, unauthorized access, or deviation from these conditions may result in immediate suspension or permanent revocation of access at the sole discretion of Safe House Project (SHP).

5.1. Permitted Use

Users with approved credentials may access the Simply Report platform for the following limited and authorized purposes:

- To review and follow up on suspected human trafficking reports received through the platform;
- To coordinate investigative activity across jurisdictions in collaboration with other authorized law enforcement users;
- To document investigative status or updates in the Notes section to support transparency and interagency deconfliction;
- To assign or update Dispositions reflecting the outcome or status of a report;
- To review supporting information (including uploaded attachments) submitted by reporters, when available and consented to;
- To access data relevant to open or ongoing investigations for which the user's agency has jurisdiction or operational involvement.

5.2. Limitations on Use

Strict limitations apply to the use of the Simply Report system, regardless of access level:

- **No Use for Probable Cause or Evidentiary Purposes:**
Information accessed via Simply Report may not be used to establish probable cause, support affidavits, or serve as evidentiary material in court proceedings or prosecutorial filings. All investigative actions must be supported by independently verified and lawfully obtained information outside of the platform. Exemptions may be granted in emergency situations, subject to written approval from Safe House Project upon request and case-specific review.
- **No Downloading, Printing, or Screenshots:**
Users are prohibited from downloading, printing, copying, photographing, screenshotting, or otherwise

externally storing any content accessed within Simply Report. In emergency scenarios, limited exemptions may be granted for time-sensitive operational needs with prior written approval from Safe House Project.

- **No Sharing or Redistribution:**
Report content, case notes, attachments, or any other platform data may not be shared via email, messaging, printed materials, or verbally with individuals or agencies who do not have authorized access through the system. In extraordinary circumstances involving imminent threat to life or safety, sharing of report content may be permitted with written authorization from Safe House Project following a documented review.
- **No Public Use:**
Case examples, statistical data, or report content may not be used in training presentations, media briefings, grant applications, community meetings, or any public-facing material without prior written approval from Safe House Project.
- **Use Within Role-Assigned Scope Only:**
Users may only view reports, assign Dispositions, or enter Notes that fall within the bounds of their jurisdictional Area of Responsibility (AOR) and professional duties. Viewing reports out of curiosity or for unrelated cases is strictly prohibited.
- **No System Misrepresentation:**
Users may not present themselves as representatives of the Simply Report system, Safe House Project, or imply official partnership in public-facing materials unless explicitly authorized and coordinated with SHP.

5.3. Platform Access Conditions

- **Training Completion Requirement:**
All users must complete role-specific training and orientation provided by SHP before receiving active credentials.
- **Credential Confidentiality:**
Usernames and passwords must be kept confidential. Shared or group logins are not permitted. Suspicious access or account compromise must be reported immediately to Safe House Project.
- **Official Email Requirement:**
Only official agency-issued email addresses will be accepted for registration. Generic, personal, or anonymous emails (e.g., Gmail, Outlook, admin@) are not permitted.
- **System Availability Disclaimer:**
While the platform is designed for high uptime and rapid responsiveness, it may occasionally be unavailable due to maintenance, upgrades, or unexpected disruptions. Agencies are required to maintain standard operational procedures and contingency plans for time-sensitive or emergency situations outside of the Simply Report system.

5.4. Enforcement

Safe House Project reserves the right to monitor system use and investigate any suspected violation of these conditions. SHP may:

- Suspend or revoke access for individual users or entire agencies based on a violation of this MOU or related SOPs. SHP will provide written notice to the agency's designated Point of Contact (POC) prior to suspension or revocation, except in instances where immediate action is required to prevent further misuse, protect survivor confidentiality, or mitigate security risks;
- Require retraining, reauthorization, or enhanced oversight based on risk assessments, usage trends, or identified compliance gaps;
- Refer instances of willful misuse, negligence, or data compromise to the agency's leadership or designated oversight body for further review and corrective action.

By executing this MOU, the Agency agrees to uphold these conditions and to ensure that all authorized users operate within the strict bounds of their access permissions and ethical responsibilities.

RESPONSIBILITIES OF THE AGENCY

By entering into this Memorandum of Understanding (MOU), Kiltitas County Sheriff's Office ("the Agency") agrees to uphold the following responsibilities to ensure appropriate use, oversight, and coordination related to the Simply Report platform. These responsibilities are essential to safeguarding the integrity of the system, protecting survivor information, and enhancing the effectiveness of law enforcement response to suspected human trafficking.

6.1. Designate a Point of Contact (POC)

The Agency shall designate a primary Point of Contact (POC) who will be responsible for:

- Approving or denying user access requests within the agency;
- Verifying that each user has a legitimate, role-based need for access;
- Ensuring that users complete all required training prior to activation;
- Maintaining a current roster of active users;
- Immediately notifying Safe House Project of any changes in user status, such as reassignment, resignation, termination, or any reason a user should no longer have access.

The POC shall serve as the liaison between the Agency and Safe House Project on all matters related to system access, user oversight, and operational coordination.

6.2. Ensure Appropriate User Registration and Role Assignment

The Agency shall ensure that:

- Only employees with a direct need to access the platform based on their assigned duties are granted access;
- Users are registered with accurate information including full name, title, agency-issued email address, phone number, and role;
- Access levels are assigned based on function:
 - **Investigator-Level Access** for those conducting or directly supporting investigations;
 - **State Hotline-Level Access** for non-investigative personnel needing redacted information for administrative or analytical purposes;
- Each user maintains individual credentials—shared or generic logins are prohibited.

6.3. Promote Accurate and Ethical System Use

The Agency shall:

- Direct all authorized users to access and use the platform strictly within the bounds of their assigned role and jurisdiction;
- Require users to log investigative activity and updates using the Notes section when actively following up on a case;
- Encourage use of the Disposition field to provide resolution status and support deconfliction with other agencies;
- Prevent and prohibit unauthorized use, sharing, or reproduction of system data.

6.4. Protect Confidentiality and Survivor Data

The Agency agrees to:

- Treat all information accessed through Simply Report as confidential and sensitive;
- Prohibit external sharing of report content, including PII, attachments, and investigative details;
- Ensure that users understand and respect survivor autonomy and consent protocols, particularly in relation to PII that is visible only when voluntarily shared by the reporter;
- Prevent improper use of platform data for evidentiary or legal proceedings unless independently corroborated outside of Simply Report.

6.5. Participate in Oversight and Coordination

The Agency commits to:

- Cooperating with Safe House Project in annual user reviews and audits of system use;
- Participating in regular review of system protocols, coordination best practices, or other updates as requested;
- Supporting interagency coordination by using the platform to signal active involvement on a case, prevent duplicative response, and share non-evidentiary insights across jurisdictional boundaries.

6.6. Respond to Compliance Requirements

The Agency acknowledges that Safe House Project:

- May review platform activity at any time to ensure compliance with system policies, confidentiality protocols, and role-based access standards;
- May suspend or revoke access for individuals or the entire agency at its sole discretion. SHP will provide written notice to the Agency's designated Point of Contact (POC) prior to suspension or revocation of access, except in cases where immediate action is necessary to prevent harm, protect survivor information, or safeguard system integrity;
- May require remedial training, policy acknowledgment, or administrative follow-up as a condition of continued access for individual users or the agency as a whole.

The Agency agrees to respond to such requests in a timely and collaborative manner.

RESPONSIBILITIES OF SAFE HOUSE PROJECT

As the administrator and developer of the Simply Report platform, **Safe House Project (SHP)** is committed to fostering secure, ethical, and trauma-informed coordination with law enforcement agencies in the fight against human trafficking. In support of this MOU, SHP agrees to the following responsibilities:

7.1. Provide Access to the Simply Report Platform

SHP will:

- Maintain and operate the Simply Report system in accordance with current technical, security, and operational standards;
- Grant access to eligible users designated by the Agency and approved through appropriate registration and role verification processes;
- Assign user roles (e.g., Investigator-Level, State Hotline-Level) based on alignment with job responsibilities and compliance with SHP's role-based access framework.

7.2. Deliver Role-Specific Training

SHP will:

- Provide or facilitate comprehensive onboarding training tailored to each user's designated role;
- Ensure that training covers key system features, data privacy requirements, coordination protocols, and ethical use standards;
- Maintain documentation of completed training for each user;
- Provide training refreshers and updates as needed when system functionality or policy changes occur.

7.3. Maintain Platform Security and Data Integrity

SHP will:

- Ensure that Simply Report is protected by industry-standard encryption, access controls, and usage monitoring;
- Preserve audit trails of user activity, report access, and data modification for oversight and compliance;
- Implement measures to safeguard personally identifiable information (PII) and ensure survivor consent protocols are upheld;
- Regularly test and monitor the system to prevent, detect, and respond to potential misuse, breaches, or failures.

7.4. Support Agency Coordination and Case Deconfliction

SHP will:

- Facilitate structured and secure information sharing between authorized users and agencies;
- Promote the use of shared Notes and Disposition fields to indicate active investigation, reduce duplication of efforts, and support real-time or delayed coordination across jurisdictions;
- Notify the Agency's Point of Contact (POC) of potential cross-agency activity when appropriate to promote law enforcement collaboration.

7.5. Provide Ongoing User Oversight and Support

SHP will:

- Conduct periodic and annual reviews of user access to ensure continued eligibility and role alignment;
- Suspend or revoke access for users who fail to meet eligibility, training, or compliance requirements;
- Respond to technical support needs, access inquiries, or platform-related questions from the Agency or its users in a timely manner;
- Review reports of suspected misuse or policy violations and take corrective action where warranted.

7.6. Communicate System Changes and Policy Updates

SHP will:

- Notify the Agency's designated POC of any material changes to the system, user responsibilities, or applicable policies;
- Provide revised SOPs, user guides, or documentation when updates are made;
- Where appropriate, request acknowledgment or re-execution of agreements if MOU terms are materially affected.

7.7. Uphold Ethical and Survivor-Centered Principles

SHP is committed to:

- Ensuring that all platform operations uphold survivor autonomy, safety, and dignity;
- Avoiding the exploitation or inappropriate exposure of survivors through system use or data handling;
- Partnering with agencies that demonstrate a shared commitment to trauma-informed, legally compliant, and collaborative response practices.

TERM, TERMINATION, AND SUSPENSION

This section outlines the duration of the agreement and the conditions under which access to the Simply Report platform may be suspended or terminated for an individual user or the entire agency.

8.1. Term of Agreement

This MOU shall remain in effect from **March 1, 2026**, or until either terminated in writing by either party or superseded by a revised agreement mutually executed in writing by the parties.

8.2. Termination by the Agency

The Agency may terminate this MOU at any time by providing written notice to Safe House Project. Termination will result in:

- Immediate revocation of access for all agency-affiliated users;
- Removal of agency association from active reports in the system;
- Deactivation of the agency's user accounts and associated permissions.

8.3. Termination or Suspension by Safe House Project

Safe House Project reserves the right to suspend or revoke access for:

- Any individual user, or
- The entire agency,

at any time and for any reason, including but not limited to:

- Noncompliance with the terms of this MOU;
- Failure to follow Standard Operating Procedures (SOPs) or role-based access protocols;
- Breach of confidentiality, data misuse, or policy violations;
- Failure to complete required training;
- Inaccurate or outdated user registration information;
- Agency failure to designate or maintain a compliant Point of Contact (POC);
- Security or technical concerns related to user or agency access.

SHP will provide written notice to the Agency's designated Point of Contact (POC) prior to any suspension or revocation of access. However, immediate suspension without notice may occur when necessary to prevent ongoing misuse, respond to urgent security risks, or protect survivor safety and data integrity.

8.4. Reinstatement

Users or agencies whose access has been suspended or revoked may request reinstatement by:

- Submitting a written request to SHP through the agency's designated POC;
- Providing updated user documentation or access justification;
- Completing any retraining or compliance actions required by SHP.

Reinstatement is not guaranteed and shall be granted **only at the sole discretion of Safe House Project**.

CONFIDENTIALITY AND DATA PROTECTION

The Simply Report platform contains highly sensitive information regarding suspected incidents of human trafficking and may include personally identifiable information (PII) of individuals who are victims, survivors, reporters, or persons of concern. Ensuring the confidentiality and responsible handling of this information is essential to protecting the safety, dignity, and autonomy of trafficking survivors and maintaining the ethical and legal integrity of all participating agencies.

By signing this Memorandum of Understanding (MOU), the Agency affirms its commitment to survivor-centered, trauma-informed principles and agrees to comply with the following confidentiality and data protection provisions:

9.1. Confidentiality of All Report Data

All reports, notes, attachments, and associated data accessed through Simply Report are confidential and shall not be:

- Disclosed to individuals who do not have authorized access through the platform;
- Shared verbally, electronically, or in writing outside of the platform;
- Downloaded, printed, copied, photographed, or stored in any external system;
- Referenced in public documents, grant materials, media communications, or external presentations without prior written approval from Safe House Project.

Exceptions may be made in the following circumstances:

- Information may be shared with other individuals who are authorized users of the platform in accordance with their official role and investigative or emergency responsibilities;
- In emergency or exigent circumstances, where sharing report information may be necessary to preserve life, support immediate victim recovery, or enable time-sensitive interdiction efforts, limited disclosure may occur consistent with lawful law enforcement practices and platform intent.

9.2. Personally Identifiable Information (PII)

PII is only visible to users with Investigator-level access and only when the reporter has voluntarily provided such information. All users with access to PII must:

- Treat such information as highly confidential and use it strictly for investigative coordination within the scope of their role;
- Refrain from contacting survivors or reporters unless legally authorized and necessary for an active investigation;
- Never include PII in external communications, case files, or shared databases without proper authorization and independent verification through lawful means.

9.3. Survivor-Centered and Trauma-Informed Approach

The Agency agrees to uphold survivor-centered practices by:

- Prioritizing the safety, dignity, and autonomy of individuals whose information may be contained within the system;
- Avoiding actions that may retraumatize or re-exploit survivors, including unnecessary sharing or speculative investigation based on unverified or anecdotal report content;
- Ensuring that access to sensitive content is strictly limited to individuals who have a legitimate investigative need;
- Using discretion and compassion in interpreting and responding to narrative content, including signs of distress, coercion, or incomplete disclosures.

9.4. Platform Boundaries and Legal Use

Information obtained through Simply Report:

- May not be used to establish probable cause, justify search or arrest warrants, or serve as evidentiary content in legal proceedings unless the information is independently corroborated through lawful investigative means. In emergency or exigent circumstances where public safety or victim recovery is at immediate risk, limited reliance on report content to initiate protective or preventive action may be permitted, provided it is consistent with the agency's lawful procedures and promptly documented.

- Is intended to guide coordination, inform case triage, and support the identification of actionable leads that require independent verification through established legal processes.
- Must remain within the Simply Report platform and may not be incorporated into agency systems, files, or records unless explicitly authorized by SHP policy or as otherwise permitted by applicable state or federal law. Disclosures outside the platform, including for urgent operational response, must be limited to what is necessary and, when feasible, communicated to Safe House Project for tracking and review.

9.5. Agency Safeguards

The Agency agrees to implement internal safeguards to prevent unauthorized access or disclosure of Simply Report data, including:

- Ensuring all users understand and agree to confidentiality terms during training;
- Monitoring user access and compliance with data protection policies;
- Promptly notifying Safe House Project of any suspected or confirmed breach of confidentiality or unauthorized access.

By adhering to these standards, the Agency strengthens collective efforts to disrupt trafficking networks while honoring the humanity, privacy, and voice of every individual affected by this crime.

IX. POINTS OF CONTACT

For Safe House Project (Simply Report):

Kristi Wells

Safe House Project, CEO

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202-596-2073

For Kittitas County Sheriff's Office:

Scott Hoffman #44

Kittitas County Sheriff's Office, Detective

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(509) 962-7525

AMENDMENTS AND SIGNATURES

10.1. Amendments

This Memorandum of Understanding (MOU) may be amended at any time upon mutual written agreement of the Agency and Safe House Project. Amendments may include, but are not limited to:

- Revisions to user responsibilities or access levels;
- Updates to confidentiality or data protection provisions;
- Integration of new platform functionality, policy updates, or Standard Operating Procedures (SOPs).

Safe House Project reserves the right to update operational procedures, system terms of use, or SOPs at its sole discretion. When such changes materially impact user responsibilities or agency obligations, SHP will notify the Agency's designated Point of Contact (POC) and may request acknowledgment or re-execution of the MOU.

All amended versions shall be effective as of the date signed and supersede previous versions.

10.2. Signatures

By signing below, the parties agree to the terms and responsibilities outlined in this MOU and affirm their commitment to survivor-centered, ethically grounded, and collaborative use of the Simply Report platform.

For the Kittitas County Sheriff's Office

Authorized Official (Print): CLAY MYERS

Title: SHERIFF

Signature: Clay Myers

Date: 5-26-26

For Safe House Project

Kristi Wells : _____

Title: ^{CEO} _____

Signature: Kristi Wells

Date: 6/10/26