

**MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN
IMMIGRATION AND CUSTOMS ENFORCEMENT AND LOCAL,
COUNTY, OR STATE LAW ENFORCEMENT AGENCY FOR THE
REIMBURSEMENT OF JOINT OPERATIONS EXPENSES FROM THE
TREASURY FORFEITURE FUND**

This Agreement is entered into by the Coconut Creek Police Department (NCIC CODE FL0061100) and Homeland Security Investigations (HSI), SAC Miami Office for the purpose of the reimbursement of costs incurred by the Coconut Creek Police Department in providing resources to joint operations/task forces.

Payments may be made to the extent they are included in the HSI Fiscal Year Plan, and the money is available within the Treasury Forfeiture Fund to satisfy the request(s) for the reimbursement of overtime expenses and other law enforcement expenses related to joint operations.

I. LIFE OF THIS AGREEMENT

This Agreement becomes effective on the date it is signed by both parties. It remains in force unless explicitly terminated, in writing, by either party.

II. AUTHORITY

This Agreement is established pursuant to the provisions of 31 USC § 9703, the Treasury Forfeiture Fund Act of 1992, which provides for the reimbursement of certain expenses incurred by local, county, and state law enforcement agencies as participants of joint operations/task forces with a federal agency participating in the Treasury Forfeiture Fund.

III. PURPOSE OF THIS AGREEMENT

This Agreement establishes the responsibilities of both parties and the procedures for the reimbursement of certain overtime expenses and other law enforcement expenses pursuant to 31 USC § 9703.

IV. APPLICABILITY OF THIS AGREEMENT

This agreement is valid for all joint investigations led by HSI SAC Miami Office, with the participation of the Coconut Creek Police Department, and until terminated, in writing, by either party.

V. TERMS, CONDITIONS, AND PROCEDURES

A. Assignment of Officer(s)

To the maximum extent possible, the Coconut Creek Police Department shall assign dedicated officers to any investigation or joint operation. Included as part of this Agreement, the Coconut Creek Police Department shall provide the HSI SAC Miami Office with the names, titles, four last digits of SSNs, badge or ID numbers, and hourly overtime wages of the officer(s) assigned to the joint operation. This information must be updated as necessary.

B. Submission of Requests for Reimbursement (Invoices) and Supporting Documentation

1. The Coconut Creek Police Department may request the reimbursement of overtime salary expenses directly related to work on a joint operation with HSI SAC Miami Office, performed by its officer(s) assigned to this joint operation. In addition, the Coconut Creek Police Department may request reimbursement of other investigative expenses, such as travel, fuel, training, equipment and other similar costs, incurred by officer(s) assigned as members of the designated joint operations with the HSI SAC Miami Office.

The Coconut Creek Police Department **may not** request the reimbursement of the same expenses from any other Federal law enforcement agencies that may also be participating in the investigation.

2. **Reimbursement payments will not be made by check.** To receive reimbursement payments, the Coconut Creek Police Department must ensure that Customs and Border Protection, National Finance Center (CBP/NFC) has a current ACH Form on file with the agency's bank account information, for the purposes of Electronic Funds Transfer. The ACH Form must be sent to the following address:

CBP National Finance Center
Attn: Forfeiture Fund
6650 Telecom Drive, Suite 100
INDIANAPOLIS, IN 46278

If any changes occur in the law enforcement agency's bank account information, a new ACH Form must be filled out and sent to the CBP/NFC as soon as possible.

3. In order to receive the reimbursement of officers' overtime and other expenses related to joint operations, the Coconut Creek Police Department must submit to HSI SAC Miami Office the TEOAF Form "Local, County, and State Law

Enforcement Agency Request for Reimbursement of Joint Operations Expenses (Invoice)”, signed by an authorized representative of that agency and accompanied by supporting documents such as copies of time sheets and receipts.

4. The Coconut Creek Police Department remains fully responsible, as the employer of the officer(s) assigned to the investigation, for the payment of overtime salaries and related benefits such as tax withholdings, insurance coverage, and all other requirements under the law, regulation, ordinance, or contract, regardless of the reimbursable overtime charges incurred. Treasury Forfeiture Fund reimburses overtime salaries. Benefits are not reimbursable.
5. The maximum reimbursement entitlement for overtime worked on behalf of the joint investigation is set at \$15,000 per officer per year.
6. The Coconut Creek Police Department will submit all requests for the reimbursement of joint operations’ expenses to HSI SAC Miami Office, at the following address: 11226 NW 20th Street Miami, FL 33172, Attn. AIRG, SLOT Coordinator, Ph. 305-597-6000.

VI. PROGRAM AUDIT

This Agreement and its provisions are subject to audit by HSI, the Department of the Treasury Office of Inspector General, the General Accounting Office, and other government designated auditors. The Coconut Creek Police Department agrees to permit such audits and agrees to maintain all records relating to these transactions for a period not less than three years; and in the event of an on-going audit, until the audit is completed.

These audits may include reviews of any and all records, documents, reports, accounts, invoices, receipts of expenditures related to this agreement, as well as interviews of any and all personnel involved in these transactions.

VII. REVISIONS

The terms of this Agreement may be amended upon the written approval by both parties. The revision becomes effective on the date of approval.

VIII. NO PRIVATE RIGHT CREATED

This is an internal government agreement between the HSI SAC Miami office and the Coconut Creek Police Department, and is not intended to confer any right or benefit to any private person or party.

Signatures:

Michael E. Buckley
Acting Special Agent in Charge
Homeland Security Investigations

HSI Miami

Date: _____

Albert A. Arenal
Chief

Coconut Creek Police Department

Date: _____

CITY OF COCONUT CREEK

BY: _____
Sheila N. Rose, City Manager Date

ATTEST:

Joseph J. Kavanagh, City Clerk Date

APPROVED AS TO FORM:

Terrill C. Pyburn, City Attorney Date