

DJMS-09-79-M-0210

United States Marshals Service
 REQUISITION FOR PROCUREMENT OF SUPPLIES, SERVICE, AND EQUIPMENT



1. REQUISITION NO.: 09-79-REQ-0345	2. REQUESTED BY (Name/Title/Organization): USMS S/Texas - McAllen Division	TEL. NO.: 956-618-8025	3. DATE: 11/10/2008
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4. ORGANIZATIONAL BUDGET OFFICER: I do hereby certify that funds are available and authorize an increase of funds but not to exceed \$100,00.

Ann Adams
 Signature _____ Date _____

4a. APPROVAL by Component Head, U.S. Marshal or Designee:

Steven C. Tiller
 Signature _____ Date _____

5. DELIVER TO:

1701 W. Business Highway 83
 suite 100
 McAllen, Texas 78501
 ATTN: SDUSM Karam

- USMS Warehouse - LOC
 3601 Pennsy Drive, Landover, MD 20785
- Requisition faxed to warehouse (301-341-0784) on (date): _____

5. SOURCES OF FUNDING:

- Appropriated
- Non-Appropriated
- District Funds
- AFF Case No.:
- Reimbursement Auth. No.:
FWF90001
- Other:

6a. PROGRAM APPROVALS: (Attach before sending to applicable Contracting Office for processing)

- Financial Services Division
 Budget Execution Team (Any Requisition \$100K and over)
- Information Technology Division
 IT (All hardware, software, services, regardless of value)
 Communications (FAX, Cellular, Pagers, Telephone Equip. & Maintenance)
- Management Support Division
 Motor Vehicles - Mgmt. Support Team (Fleet Mgmt., Leases & Repairs)
 Publishing Services - (Copiers, AV & Printing)
 Procurement Chief (Economy Act, Set-Asides, Bureau Proc. Chief as required by FAR/JAR)
- Investigative Operations Division
 ESU Equipment
 Wireless Communications Equip (Radios, Repeaters, etc.)
- Deputy Director
 Non-Standard Ammo.; Weapons, Service, Backup, Tactical & Defensive; Aircraft Lease or Purchase, New Requirements Over \$100K
- Director
 Economy Act, J&As, HCA as required by FAR/JAR
- USM, CDUSM or AD
 Paid Advertisements
- OTHER:

7. STOCK NO. (a)	ITEM DESCRIPTION (b) Include Accounting Classification Structure (ACS) with each line item. Attach SOWs, Justifications & Other Documentation. Include make, model or salient characteristics.	OBJECT	UNIT OF	QUANTITY (e)	UNIT COST (f)	TOTAL COST (g)
		CLASS (c)	ISSUE (d)			
	Task Force Officer Overtime for the Hidalgo County Sheriff's Office to assist the Gulf Coast Violent Offenders Task Force in apprehending fugitives in McAllen, TX (FY09).	2599		1	\$8,000.00	\$8,000.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00

~~ORDERED WITH ESTIMATED DELIVERY DATE~~

~~PURCHASE ID
 ACTIVITY ID
 POIS ENTRY DATE~~

711 East El Cibolo Rd
 Edinburg 78541

8. ACCOUNTING CLASSIFICATION STRUCTURE: See <u>Instructions</u> . Fiscal Year: 2009 Fund Code: 0324 Organization Code: D79 Project Code (HQ only): FWF4010R	9. DC NUMBER (HQ only):	10. ESTIMATED COST: TOTAL: \$8,000.00
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(For acquisitions of property, \$25,000 or more per item)
 APPROVED BY OFFICE OF PROPERTY MANAGEMENT:
 Signature _____ Date _____

VENDOR INFORMATION:
 Suggested Source: Hidalgo County Sheriff's Office
 Contact: Lupe Trevino Phone: 956-383-8114
 Date Ordered: Date Rec'd.:
 Order No.:



U.S. Department of Justice
United States Marshals Service
Southern District of Texas
515 Rusk, Room 10017
Houston, TX 77002

February 17, 2009

Sheriff Guadalupe "Lupe" Trevino
Hidalgo County Sheriff's Office
711 East El Cibolo Road
Edinburg, TX 78541

Dear Sheriff Trevino,

This is to notify you of procedures regarding submission of invoices for overtime in support of the Fugitive Apprehension Task Forces. Invoices are to be submitted on a monthly basis (i.e., March 2009, April 2009) and should reflect a summary of overtime hours incurred by each investigator for the month. The invoice should be on your Department's letterhead and can be submitted in your invoice format, but must include the following elements:

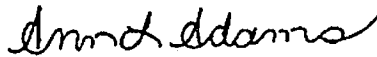
- 1) Name and title of each investigator who incurred overtime during the month;
- 2) Hourly regular and overtime rates in effect for each investigator during the month;
- 3) Total overtime hours incurred by investigator during the month;
- 4) Total overtime dollars for each investigator for the month;
- 5) Total bill amount for the month;
- 6) Purchase Order No. DJMS-09-79-M-0210 and Billing Period (Month).

Invoices should be submitted to Supervisory Deputy Isaac Karam, who will review them, approve them, and forward them to my attention for payment. Additional backup documentation should be available upon request to verify the accuracy of the summary level invoices in case of an audit or to assist the district in the invoice review process.

We have attached a sample invoice. Your invoice does not have to be formatted exactly the same but all of the same elements should be included.

If you have questions regarding the invoicing procedure, please contact me at (713) 718-4803.

Sincerely,



Ann Adams
Administrative Officer

Attachments:

- Sample Memorandum of Understanding Invoice
- Memorandum of Understanding
- Purchase Order No. DJMS-07-79-M-0210

Copy Furnished: Isaac Karam, Supervisory Deputy
United States Marshals Service



**MEMORANDUM OF UNDERSTANDING
DISTRICT FUGITIVE TASK FORCE
GULF COAST VIOLENT OFFENDERS & FUGITIVE TASK FORCE**

This Memorandum of Understanding (MOU) is entered into by the **Hidalgo County Sheriff's Office** and the **United States Marshals Service (USMS)** pursuant to the Presidential Threat Protection Act of 2000 (Public Law 106-544, § 6, December 19, 2000, 114 Stat. 2718, 28 U.S.C. § 566 note). The Presidential Threat Protection Act of 2000 provides that, "the Attorney General shall, upon consultation with appropriate Department of Justice and Department of the Treasury law enforcement components, establish permanent Fugitive Apprehension Task Forces consisting of Federal, State, and local law enforcement authorities in designated regions of the United States, to be directed and coordinated by the United States Marshals Service, for purpose of locating and apprehending fugitives."

Terms and Conditions

1. Period of Performance: This MOU is automatically renewed annually based on verbal notification from the USMS, on or about October 1 of each new fiscal year. Participating agencies may withdraw their participation after providing 30 days advance written notice to the Task Force Commander or Chief Deputy. Subject to the availability of funds, overtime reimbursement, will be renewed annually based on written notification from the U.S. Marshals Service.

2. Overtime Reimbursement: The USMS ~~shall~~ **shall not** ___ reimburse your organization for overtime hours pending availability of funds. Your agency must submit within 30 days after receipt of a fully executed MOU, a list of individuals along with information stating their compensated overtime rate. Reimbursement of overtime work shall be consistent with the Fair Labor Standards Act. Overtime per law enforcement officer is capped at no more than \$15,572 per year.

Reimbursement of overtime shall be contingent upon the submission of a proper invoice which shall be submitted on a monthly basis, and which provides the names of the investigators who incurred overtime for the Gulf Coast Violent Offenders & Fugitive Task Force (GCVOFTF) during the month; the number of overtime hours incurred; the hourly regular and overtime rates in effect for each investigator; and the total monthly cost. The invoice should be submitted to the USMS District Fugitive Task Force (TF) Commander, who will review the invoice, stamp and sign indicating that services were received and that the invoice is approved for payment; and forward to USMS Headquarters for processing. Documentation supporting the summary level monthly invoice will be maintained by the USMS Fugitive Task Force Commander, and only the summary level monthly invoice will be forwarded to USMS Headquarters.

3. Personnel and Supervision: The Task Force will consist of law enforcement and administrative personnel from state and local law enforcement agencies. Each participating

agency may agree to assign at least one full-time law enforcement officer to the task force. Every task force officer assigned to the Task Force, will be special deputized by the USMS as required. Direction and coordination of the Task Force shall be the responsibility of the USMS Task Force Commander. Subject to the needs of the Task Force, participating agencies may assign supervisory personnel to serve as group supervisors within the task force. Each group supervisor will be responsible for the operational supervision of a multi-agency group of federal, state and local law enforcement officers assigned to the task force. The current task force, if applicable, will be integrated within the USMS Gulf Coast Violent Offenders & Fugitive Task Force to formulate a joint task force with a greater scope of responsibility and wider area of coverage.

Administrative matters which are internal to the participating agencies remain the responsibility of the respective agencies. Furthermore, each agency retains responsibility for the conduct of its

4. Task Force Advisory Committee: A Task Force Advisory Committee, consisting of representatives of each participating agency, shall meet and confer as necessary to review and

5. Vehicles and Equipment: Any vehicles, equipment, credentials, or other items issued to task force personnel by the USMS shall remain the property of the USMS at all times. Government vehicles shall be used only for official purposes and solely for use in the performance of the task force. They shall not be used for transportation between residence and place of employment. All vehicles and equipment must be returned to the USMS upon termination of the task force or the

Any other equipment used by or assigned to task force officers will remain the property of the agency issuing the equipment and will be returned to that specific agency upon termination of the

Each participating agency agrees to furnish one vehicle for use by the task force for each law enforcement officer assigned to the task force (unless a USMS owned or leased vehicle is assigned to the officer). Each agency is responsible for the fuel, maintenance, and other expenses. The USMS will issue USMS radios to each task force officer. Each participating agency agrees to provide mobile and/or handheld radio equipment capable of communicating on their law enforcement radio network. Pending the availability of funds, the USMS will furnish cellular telephones to be used for official Task Force business.

6. Background Investigations and Special Deputation: Personnel assigned to the task force may be required to undergo background investigations in order to be provided access to USMS offices, records, and computer systems. In the event that such background investigations are required by the USMS for state or local personnel, the USMS shall bear the costs associated with those investigations. Non-USMS law enforcement officers assigned to the task force will be

7. Records, Reports, and Evidence: Original reports of investigation, evidence, and other investigative materials generated, seized, or collected by the TF shall be retained by the agency in the TF responsible for the case. However, evidence may be turned over to other law enforcement agencies as appropriate. Copies of investigative reports and other materials may be

Task Force statistics will be maintained in the USMS Warrant Information Network (WIN).

8. Referral and Assignment of Cases: Each participating agency agrees to refer cases for investigation by the TF. Upon receipt of a written request, the TF may also assist non-

Task Force personnel will be assigned federal, state, and local fugitive cases for investigation. Investigative teams will consist of personnel from different agencies whenever possible. Each

9. NCIC Entries: Federal fugitive cases referred to the task force for investigation by any participating agency will be entered into the National Crime Information Center (NCIC) by the USMS or originating agency, as appropriate. State or local fugitive cases will be entered into NCIC (and other applicable state or local lookout systems) as appropriate by the concerned state


10. Travel: Task Force personnel may be required to travel outside of the jurisdiction to which they are normally assigned in furtherance of task force business. State or local task force officers traveling on official business at the direction of the USMS shall be reimbursed directly by the USMS for their travel expenses in accordance with applicable federal laws, rules, and

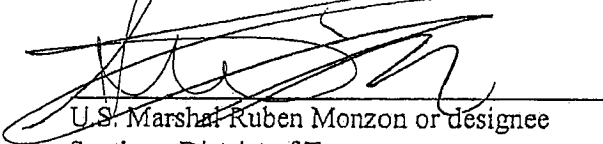
11. Informants: Pending availability of funds, the USMS may provide funding for the payment of informants. However, all payments of informants utilizing USMS funding shall comply with

12. Use of Firearms and Deadly Force: All members of the TF shall comply with their agency's guidelines concerning the use of firearms and deadly force. Copies of all applicable firearms and deadly force policies shall be provided to the Task Force Commander and each concerned task force officer.

13. News Media: Press conferences, press releases, and other statements to the media concerning task force arrests and operations shall be coordinated among all participating

14. Release of Liability: Each agency shall be responsible for the acts or omissions of its personnel. Participating agencies or officers shall not be considered as the agent of any other participating agency. Nothing herein is intended to waive or limit sovereign immunity under


Sheriff Guadalupe "Lupe" Trevino or designee
Hidalgo County Sheriff's Office


U.S. Marshal Ruben Monzon or designee
Southern District of Texas
United States Marshals Service