

**MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN  
U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT AND THE  
WEBB COUNTY ATTORNEY'S OFFICE  
FOR THE REIMBURSEMENT OF JOINT OPERATIONS  
EXPENSES FROM THE  
SOUTH TEXAS IH-35 CORRIDOR HEROIN INITIATIVE**

This Agreement is entered into by the Webb County Attorney's Office (NCIC CODE #TX240013A) and U.S. Immigration and Customs Enforcement (ICE) Homeland Security Investigations (HSI) San Antonio for the purpose of the reimbursement of costs incurred by the Webb County Attorney's Office in providing resources to the Organized Crime Drug Enforcement Task Forces (OCDETF) South Texas IH-35 Corridor Heroin Initiative.

Payments may be made to the extent they are included in the Fiscal Year plan, and the money is available within the Justice 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 28 U.S.C. 524(c), 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 Justice 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 28 U.S.C. 524(c).

#### IV. APPLICABILITY OF THIS AGREEMENT

This agreement is valid for the OCDETF operation, South Texas IH-35 Corridor Heroin Initiative, led by HSI San Antonio with the participation of the Webb County Attorney's Office, and until terminated, in writing, by either party.

#### V. TERMS, CONDITIONS, AND PROCEDURES

##### A. Assignment of Officer(s)

To the maximum extent possible, the Webb County Attorney's Office shall assign dedicated officers to any investigation, or joint operation, supporting the South Texas IH-35 Corridor Heroin Initiative.

Included as part of this Agreement, the Webb County Attorney's Office shall provide HSI San Antonio 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 Webb County Attorney's Office may request the reimbursement of overtime salary expenses directly related to work on a joint operation with HSI San Antonio performed by its officer(s) assigned to the South Texas IH-35 Corridor Heroin Initiative. In addition, the Webb County Attorney's Office 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 South Texas IH-35 Corridor Heroin Initiative with HSI San Antonio.

The Webb County Attorney's Office **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 Webb County Attorney's Office must ensure a current ACH Form is on file with the agency's bank account information, for the purposes of Electronic Funds Transfer.

If any changes occur in the law enforcement agency's bank account information, a new ACH Form must be filled out and sent to HSI San Antonio.

3. In order to receive the reimbursement of officers' overtime and other expenses related the South Texas IH-35 Corridor Heroin Initiative, the Webb County Attorney's Office must submit to HSI San Antonio an OCDETF Reimbursement Form signed by an authorized representative of that agency and accompanied by supporting documents such as copies of time sheets and receipts.
4. The Webb County Attorney's Office remains fully responsible, as the employer of the officer(s) assigned to the South Texas IH-35 Corridor Heroin Initiative, 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. Justice Forfeiture Fund reimburses only overtime salaries. Benefits are not reimbursable.
5. The **maximum** reimbursement entitlement for overtime worked on behalf of the South Texas IH-35 Corridor Heroin Initiative is set at **\$15,000** per officer per year.
6. The Webb County Attorney's Office will submit all requests for the reimbursement of joint operations' expenses to the Deputy Special Agent in Charge at the following address: 109 Shiloh Drive, Suite 200 in Laredo, Texas, Attn. Anna Tamez, phone number (956)728-6526.

## **VI. PROGRAM AUDIT**

This Agreement and its provisions are subject to audit by ICE, the Department of Homeland Security Office of Inspector General, the Department of Justice Office of Inspector General, the General Accounting Office, and other government designated auditors. The Webb County Attorney's Office 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 HSI San Antonio and the Webb County Attorney's Office, and is not intended to confer any right or benefit to any private person or party.

**Signatures:**

\_\_\_\_\_  
Special Agent in Charge  
Homeland Security Investigations  
San Antonio, Texas

\_\_\_\_\_  
Webb County Attorney  
Laredo, Texas

Date: \_\_\_\_\_

Date: \_\_\_\_\_