



CHIEF'S OFFICE "GOLDENROD" DOCUMENT INFORMATION FORM



Complete and attach this form to all documents sent to the Chief of Police for signature.
Bureau Secretaries, email the document to: **PD-COP-OFFICE@LONGBEACH.GOV**
(Subject line of email should reference type and subject of document)
This form does not apply to projects generated by the Chief's Office.

INITIATED BY (CHECK ONE):

☐ ADMINISTRATION ☐ FINANCIAL ☒ INVESTIGATIONS ☐ PATROL ☐ SUPPORT ☐ COP

TYPE OF DOCUMENT AND SUBJECT:

☐ Council Letter (Checklist Attached) ☐ Memo ☐ Correspondence ☒ Other Cost Reimbursement

SUBJECT: Agreement - FBI-JTTF - overtime

SPECIAL INSTRUCTIONS:

Deadline, if any: ASAP

- ☒ Return original to Bureau for mailing/processing
☐ COP Office will mail/process and return copy to Bureau
☐ COP Office forward to C.M. and return a copy and supporting document to Bureau
- Invest Bureau:
Once agreement is
Routed for signature
Please send original back
to the Financial
Bureau.
Majors*

OTHER: _____

SUMMARY DESCRIPTION:

Authority for JTTF to pay overtime for police officers assigned to the TF.

FISCAL IMPACT (cost, budgeted, funding source):

POTENTIAL CONTROVERSY:

none - renewal

In	Out	Action
4/30/18	5/1/18	TO DC / TO FB
5/2/18		FB (initials)
	5/3/18	COP (initials)
5/3/18		TO Solie (initials)
	5/10/18	Signed RD (initials)
5/14/18		TO CIS - Please provide COPY of fully signed document to Bureau. Original to Financial Bureau Tux CD.

BB:bb
Revised 8.8.13

ORIGINATING BUREAU APPROVALS:

Bureau Approval [Signature]
Division Approval JE
Initiator/Author JE

FINANCIAL BUREAU APPROVAL:

If document involves any fiscal issues, the Financial Bureau must review prior to submission to Chief's Office:

Date Rec'd: 5/3/18 Approved by: [Signature]

Rtn'd to Bureau: _____

PERSONNEL DIVISION APPROVAL:

If document involves any personnel issues, the Personnel Division must review prior to submission to Chief's Office:

Date Rec'd: _____ Approved by: _____

Rtn'd to Bureau: _____

TECHNOLOGY APPROVAL:

If document involves any technology issues, the Records Division and the Technology Services Department must review prior to submission to Chief's Office:

Date Rec'd: _____ Approved by: _____

Rtn'd to Bureau: _____

HOMELAND SECURITY APPROVAL:

If document involves any homeland security issues, the Support Bureau and the Disaster Preparedness Department must review prior to submission to Chief's Office:

Date Rec'd: 5/17/18 Approved by: [Signature]

Rtn'd to Bureau: 7/19/18 FB (initials)

7/18/18 - Original Agreement
to FB - [Signature]

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FEDERAL BUREAU OF INVESTIGATION
Joint Terrorism Task Force
Cost Reimbursement Agreement

JTTF File No.: 300C-LA-150966-R

Pursuant to Congressional appropriations, the Federal Bureau of Investigation (FBI) receives authority to pay overtime for police officers assigned to the formalized Joint Terrorism Task Force, as set forth below, for expenses necessary for detection, investigation, and prosecution of crimes against the United States. It is hereby agreed between the FBI and Long Beach Police Department (LBPd), located at 400 West Broadway, Long Beach, CA 90802, Taxpayer Identification Number: 95-6000733 and Telephone Number: 562- 435-6711, that:

1. This Agreement is entered into pursuant to, and as an annex to, the FBI JTTF Memorandum of Understanding (MOU) signed by Robert G. Luna of LBPd on 5.9.18, and must be read and interpreted in conformity with all terms of that document.
2. Commencing upon execution of this Agreement, the FBI will, subject to availability of required funding, reimburse LBPd for overtime payments made to officers assigned to and working full time on JTTF related matters.
3. Requests for reimbursement will be made on a monthly basis and should be forwarded to the FBI Los Angeles Field Office as soon as practical after the first of the month which follows the month for which reimbursement is requested. Such requests should be forwarded by a Supervisor at LBPd to the FBI JTTF Squad Supervisor and FBI Los Angeles Special Agent in Charge for their review, approval, and processing for payment.
4. Overtime reimbursement payments from the FBI will be made via electronic funds transfer (EFT) directly to LBPd using the FBI's Unified Financial Management System (UFMS). To facilitate EFT, LBPd must establish an account online in the System for Award Management (SAM) at www.sam.gov. Each request for reimbursement will include an invoice number, invoice date, and a taxpayer identification number (TIN). Verification of LBPd banking information is required on an annual basis in order to keep payment information current. For additional information regarding the UFMS and SAM, contact the FBI Los Angeles Financial Manager.
5. Overtime reimbursements will be calculated at the usual rate for which the individual officer's time would be compensated in the absence of this Agreement. However, said reimbursement, per officer, shall not exceed monthly and/or annual limits established annually by the FBI. The limits, calculated using Federal pay tables, will be in effect for the Federal fiscal year running from October 1st of one year through September 30th of the following year, unless changed during the period. The FBI reserves the right to change the reimbursement limits, upward or downward, for subsequent periods based on fiscal priorities and appropriations limits. The FBI will notify LBPd of the applicable annual limits prior to October 1st of each year.
6. The number of LBPd deputies assigned full-time to the JTTF and entitled to overtime reimbursement by the FBI shall be approved by the FBI in advance of each fiscal year. Based on the needs of the JTTF, this number may change periodically, upward or downward, as approved in advance by the FBI.

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7. Prior to submission of any overtime reimbursement requests, LBPB must prepare an official document setting forth the identity of each officer assigned full-time to the JTTF, along with the regular and overtime hourly rates for each officer. Should any officers change during the year, a similar statement must be prepared regarding the new officers prior to submitting any overtime reimbursement requests for the officers. The document should be sent to the Los Angeles Field Office for FBI review and approval.


8. Each request for reimbursement will include the name, rank, identification number, overtime compensation rate, number of reimbursable hours claimed, and the dates of those hours for each officer for whom reimbursement is sought. The request must be accompanied by a certification and signed by an appropriate Supervisor at LBPB that the request has been personally reviewed, the information described in this paragraph is accurate, and the personnel for whom reimbursement is claimed were assigned full-time to the JTTF.

9. Requests for reimbursement must be received by the FBI no later than December 31st of the next fiscal year for which the reimbursement applies. For example, reimbursements for the fiscal year ending September 30, 2017, must be received by the FBI by December 31, 2017. The FBI is not obligated to reimburse any requests received after that time.

10. This Agreement is effective upon signatures of the parties and will remain in effect for the duration of LBPB participation on the JTTF, contingent upon approval of necessary funding, and unless terminated in accordance with the provisions herein. This Agreement may be modified at any time by written consent of the parties. It may be terminated at any time upon mutual consent of the parties, or unilaterally upon written notice from the terminating party to the other party at least 30 days prior to the termination date.

Signatories:


Ryan V. Young
Special Agent in Charge
Federal Bureau of Investigation


Full Name of Agency Head/Signing Authority
Title -
Long Beach Police Department

Date: 5/9/18

Date: 5-9-18


Tammi L. Chapman
Financial Manager
Federal Bureau of Investigation

Date: 5-9-18

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NOTICE OF LIMITS

FOR

FY 2018 STATE AND LOCAL OVERTIME REIMBURSEMENTS

Subject to the availability of funding and legislative authorization, the FBI may reimburse state and local law enforcement agencies (LEA) for the cost of overtime incurred by officers assigned **full-time** to FBI managed task forces provided the overtime expenses were incurred as a result of task force related activities. Consistent with regulation and policy, a separate Cost Reimbursement Agreement (CRA) must be executed between the FBI and the LEA **and** an underlying Memorandum of Understanding (MOU) must exist in support of the task force relationship.

For **Fiscal Year 2018**, the maximum limits for reimbursements under these CRAs are **\$1,503.50** per month and **\$18,042** per year for each officer assigned **full-time** to the task force. These limits are effective for overtime worked on or after October 1, 2017.

These reimbursements are limited to eligible officers' direct overtime salary expenses and shall not include any costs associated with the LEA's indirect expenses or officers' benefits such as retirement, social security, and similar related expenses.

FBI field offices and state and local law enforcement agencies may process overtime reimbursement requests under formally executed CRAs in accordance with the authority of this notice. This notice is issued unilaterally by the FBI's Budget Officer and does not require formal acceptance and signature by FBI field offices and state and local law enforcement agencies.



Mark H. Reynolds
Budget Officer
Federal Bureau of Investigation

6/22/17
Date



U.S. Department of Justice
Federal Bureau of Investigation

11000 Wilshire Blvd., Suite 1700
Los Angeles, CA 90024

March 13, 2018

Long Beach Police Department
400 West Broadway
Long Beach, California 90802

Re: Task Force Officer (TFO) Certification; Less-Lethal Devices (LLD)

It is the understanding of Long Beach Police Department that, when participating in joint task force operations in the capacity of a Federal Bureau of Investigation (FBI) TFO, an individual may carry less-lethal devices that have been issued by his or her agency, in accordance with the needs of the task force he or she is participating in. The TFO must be a federal, state, local or tribal law enforcement officer, and have been trained in accordance with his or her agency's policies and procedures.

Accordingly, I Robert Luna [Name of Long Beach PD certifying official] certify that, while any TFO assigned by the Long Beach Police Department to participate in an FBI-led task force is acting in such a capacity, he or she will:

- o carry only less-lethal devices issued by Long Beach Police Department to the individual TFO; and
- o has received current training in the use of those less-lethal devices, in accordance with Long Beach Police Department policies and procedures.

I further certify that Long Beach Police Department's policies and procedures for use of any less-lethal device that will or may be carried by the TFO during their participation in the task force are consistent with the DOJ policy statement on the Use of Less-Than-Lethal Devices. Furthermore, the Long Beach Police Department has acknowledged receipt of and has reviewed the DOJ policy.

R. Luna

Long Beach Police Department Certifying Official