

**MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN  
DEPARTMENT OF HOMELAND SECURITY (DHS),  
IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) AND  
CITY OF THIBODAUX, LA/ THIBODAUX POLICE DEPARTMENT  
FOR THE REIMBURSEMENT OF JOINT OPERATIONS  
EXPENSES FROM THE TREASURY FORFEITURE FUND**

This Agreement is entered into by the City of Thibodaux, LA/ Thibodaux Police Department (NCIC CODE #LA0290500) and Immigration and Customs Enforcement (ICE), SAC New Orleans for the purpose of the reimbursement of costs incurred by the City of Thibodaux, LA / Thibodaux Police Department in providing resources to joint operations/task forces.

Payments may be made to the extent they are included in the ICE 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 ICE SAC New Orleans, with the participation of the City of Thibodaux, LA / Thibodaux Police Department, and until terminated, in writing, by either party.

V. **TERMS, CONDITIONS, AND PROCEDURES**

-2-

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

To the maximum extent possible, the **City of Thibodaux, LA / Thibodaux Police Department** shall assign dedicated officers to any investigation or joint operation.

Included as part of this Agreement, the **City of Thibodaux, LA / Thibodaux Police Department** shall provide the ICE SAC New Orleans 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 **City of Thibodaux, LA / Thibodaux Police Department** may request the reimbursement of overtime salary expenses directly related to work on a joint operation with ICE SAC New Orleans, performed by its officer(s) assigned to this joint operation. In addition, the **City of Thibodaux, LA / Thibodaux 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 ICE SAC New Orleans.

The **City of Thibodaux, LA / Thibodaux 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 **City of Thibodaux, LA / Thibodaux 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 Dr.  
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-

3. In order to receive the reimbursement of officers' overtime and other expenses related to joint operations, the **City of Thibodaux, LA / Thibodaux Police Department** must submit to ICE SAC New Orleans 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 **City of Thibodaux, LA / Thibodaux 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 **City of Thibodaux, LA / Thibodaux Police Department** will submit all requests for the reimbursement of joint operations' expenses to ICE SAC New Orleans, at the following address: 116 Bayou LaCarpe Road, Suite C, Houma, LA 70363, Attn. Resident in Charge, Ph. 985-858-2840

## VI. PROGRAM AUDIT

This Agreement and its provisions are subject to audit by ICE, the Department of the Treasury Office of Inspector General, the General Accounting Office, and other government designated auditors. **The City of Thibodaux, LA / Thibodaux 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 ICE SAC New Orleans and the City of Thibodaux, LA / Thibodaux Police Department, and is not intended to confer any right or benefit to any private person or party.

**Signatures:**

\_\_\_\_\_  
Jere T. Miles  
Special Agent in Charge  
Homeland Security Investigations

New Orleans, LA

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

\_\_\_\_\_  
Kevin Clement  
Mayor  
City of Thibodaux

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