



FS Agreement No. 16-LE-11051360-004
Cooperator Agreement No. Modification -008

EXHIBIT A

**COOPERATIVE LAW ENFORCEMENT ANNUAL PATROL OPERATING PLAN &
FINANCIAL PLAN**

**Between The
TEHAMA COUNTY SHERIFF'S DEPARTMENT
And the
USDA, FOREST SERVICE
MENDOCINO NATIONAL FOREST**

2018 ANNUAL OPERATING AND FINANCIAL PLAN

This Annual Financial and Operating Plan (Annual Operating Plan), is hereby made and entered into by and between the Tehama County Sheriff's Department, hereinafter referred to as "the Cooperator" and the USDA, Forest Service, Mendocino National Forest, hereinafter referred to as the "U.S. Forest Service," under the provisions of Cooperative Law Enforcement Agreement #16-LE-11051360-004 executed on November 19, 2015. This Annual Operating Plan is made and agreed to as of the last date signed below and is for the estimated period beginning October 1, 2017 and ending September 30, 2018.

Previous Year Carry-over: \$ 1,106.12
Current Fiscal Year Obligation: \$ 3,893.88
FY-2018 Total Annual Operating Plan: \$5,000.00

I. GENERAL:

- A. The following individuals shall be the designated and alternate representative(s) of each party, so designated to make or receive requests for special enforcement activities.

Principal Cooperator Contacts:

Cooperator Program Contact	Cooperator Administrative Contact
Dave Hencratt, Sheriff Tehama County Sheriff's Department P.O. Box 729 Red Bluff, CA 96080 Telephone: (530) 529-7950 FAX: (530) 529-7933 Email: dhencratt@tehamaso.org	Lisa Callaway, Sheriff's Service Officer III Tehama County Sheriff's Department P.O. Box 729 Red Bluff, CA 96080 Telephone: (530) 528-8979 FAX: (530) 529-7933 Email: lfrech@tehamaso.org



Cooperator Alternate Program Contact	Cooperator Finance Contact
Donald Thomas, Lieutenant Tehama County Sheriff's Department P.O. Box 729 Red Bluff, CA 96080 Telephone: (530) 529-7920 FAX: (530) 529-7933 Email: dthomas@tehamaso.org	Carla Aldridge, Accountant Tehama County Sheriff's Department P.O. Box 729 Red Bluff, CA 96080 Telephone: (530) 528-8979 FAX: (530) 529-7933 Email: caldridge@tehamaso.org

Principal U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Michael E. Casey, Patrol Captain 825 N. Humboldt Ave Willows, CA 95988 Telephone: (530) 934-1261 FAX: (530) 934-1128 Email: mecasey@fs.fed.us	Michelle Brown, Program Assistant 825 N. Humboldt Ave Willows, CA 95988 Telephone: (530) 934-1194 FAX: (530) 934-1128 Email: michellebrown@fs.fed.us
U.S. Forest Service Program Coordinator Contact	U.S. Forest Service Grants & Agreement Contact
Don Hoang, Special Agent in Charge Law Enforcement and Investigations 1323 Club Drive Vallejo, CA 94592-1110 Telephone: (707) 562-8647 FAX: (707) 562-9031 Email: dhoang@fs.fed.us	Geraldine C. Bordash (Gerri) Grants Management Specialist 1323 Club Drive Vallejo, CA 94592-1110 Telephone: (707) 562-8782 FAX: (707) 562-9144 Email: gbordash@fs.fed.us

B. Reimbursement for all types of enforcement activities shall be at the following rates unless specifically stated otherwise:

\$0.565 mile patrolled

Wages at the prevailing rate of \$46.44/hour plus fringe benefits for the individual officer at the rate of \$47.67/hour.

Tehama County Dispatch will be unscheduled service, for a flat fee of: \$1,000.00

II. PATROL ACTIVITIES:

A. Time schedules for patrols will be flexible to allow for emergencies, other priorities, and day-to-day needs of both Cooperator and the U.S. Forest Service. Ample time will be spent in each area to make residents and visitors aware that law enforcement officers are in the vicinity.

a. Patrol on following U.S. Forest Service roads:



General Patrol: High Visible patrol during opening weekend of deer season (rifle), on Forest roads M-2 and M-4. This includes all campgrounds and dispersed area campsites.

b. Patrol in the following campgrounds, developed sites, or dispersed areas:

Lake Red Bluff Recreation Area: to make vehicle patrols within the Lake Red Bluff Recreation Area, to include campgrounds and public access roads. Primary weekends will be Memorial Day, Independence Day and Labor Day Weekends.

Total reimbursement for this category shall not exceed the amount of: **\$4,000.00**

Unused dispatch funds may be used for patrol activities, in which case the maximum reimbursement may not exceed the amount of: **\$5,000.00**

III. DISPATCH SERVICES:

See Cooperative Law Enforcement Agreement Provision IV-J for additional information.

Total reimbursement for this category shall not exceed the amount of: **\$1,000.00**

IV. SPECIAL ENFORCEMENT SITUATIONS:

- A. Special Enforcement Situations include but are not limited to: Fire Emergencies, Drug Enforcement, and certain Group Gatherings.
- B. Funds available for special enforcement situations vary greatly from year to year and must be specifically requested and approved prior to any reimbursement being authorized. Requests for funds should be made to the U.S. Forest Service designated representative listed in Item I-A of this Annual Operating Plan. The designated representative will then notify the Cooperator whether funds will be authorized for reimbursement. If funds are authorized, the parties will then jointly prepare a revised Annual Operating Plan.

This includes but is not limited to situations which are normally unanticipated or which typically include very short notice, large group gatherings such as rock concerts, demonstrations, and organizational rendezvous.

V. BILLING FREQUENCY:

See Cooperative Law Enforcement Agreement Provisions II-H and III-B for additional information.

- A. For services requested in items III and IV, reimbursement will be based upon itemized bills furnished either monthly, quarterly, or as a lump sum, along with certification that



the services have performed. Final billing for reimbursement must be received by the forest Service before **October 30, 2018**

a. Mail copies of itemized billing statements & patrol logs to”

- 1. **Michael Casey, Patrol Captain**
U.S. Forest Service
Mendocino National Forest
825 N. Humboldt Ave.
Willows, CA 95988
Phone: (530) 934-1261
E-Mail: mecasey@fs.fed.us

b. The Albuquerque Service Center is the payment center for all payments. Do not send back up documents to the ASC. Send only the hard copy invoice & Law Enforcement Billing Summary to the ASC via any of the following 3 options:

- 1. **US Forest Service**
Albuquerque Service Center
Payments – Grants & Agreements
101 B Sun Ave. NE
Albuquerque, NM 87109
- 2. **Or fax to : 877.687.4894 – Attn: Payments - Grants & Agreements**
- 3. **Or E-Mail scanned invoice to: asc_ga@fs.fed.us**

NOTE: Annually update the SAM registration of the County Sheriff’s DUNS# on the new System for Award Management, (SAM) website at www.sam.gov for the verification of the EFT (Electronic Funds Transfer) banking information. No longer Central Contract Registration, (CCR) as of the end of July 2012

B. The following is a breakdown of the total estimated costs associated with this Annual Operating Plan.

Category	Estimated Costs	Not to Exceed by %
Patrol Activities	\$4,000.00	
Dispatch Services	\$1,000.00	
Total	\$5,000.000	

C. Any remaining funding in this Annual Operating Plan may be carried forward to the next fiscal year and will be available to spend through the term of the Cooperative Law




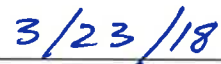
Enforcement Agreement, or de-obligated at the request of the U.S. Forest Service. *See Cooperative Law Enforcement Agreement Provision IV-D.*

- D. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this agreement.

In witness whereof, the parties hereto have executed this Annual Operating Plan as of the last date written below.

 DAVE HENCRAFF, Sheriff Date
 Tehama County Sheriff's Department

 ANN D. CARLSON, Forest Supervisor Date
 U.S. Forest Service, Mendocino National Forest

 CHAIRMAN, Board of Supervisors Date
 Tehama County

 DON HOANG, Special Agent in Charge Date
 U.S. Forest Service, Southwest Region

The authority and format of this agreement have been reviewed and approved for signature.

 GERALDINE C. BORDASH Date
 U.S. Forest Service, Grants Management Specialist



Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

Law Enforcement Billing Summary
Patrol

USDA Forest Service, _MNF, SHF, LNF	County: TEHAMA
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Law Enforcement Billing Summary	Month:	Year:
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Check appropriate block: <input checked="" type="checkbox"/> Coop Patrol <input type="checkbox"/> Controlled Substance Operations

A. Total Patrol/Labor Hours:	
B. Rate per Hour:	\$
C. Total Salary Reimbursement: (subtotal 1)	\$
D. Other Allowable Reimbursements: (mileage, dispatch, court, clerical, equipment, etc.)	
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
E. Total of D1 - D4 (subtotal 2)	\$
F. Total Invoice Reimbursement:	\$
G. Total Reimbursement for Maximum Op Plan Amt:	\$

Certification Statement

County Sheriff		USFS Patrol Captain	
I certify the above billing/invoice is accurate and complete.		I certify services have been received as stated.	
Sheriff	Date	USFS Patrol Captain	Date



USDA
Forest Service

LAW ENFORCEMENT ACTIVITY
REPORT

(Ref. FSM 5300)

Agreement Number
16-LE-1051360-004

Initial **Follow Up**

1. Cooperator (Department Name): Tehama County Sheriff's Department			2. National Forest: MNF, SHF, LNF			
3. Record (1)	4. Action Code (2) (FS Use Only) U-Update	5. Unit Identification (3-11)			6. Date (12-5)	
		Region	Forest	State	County	Month
		05	08	CA	Tehama	
7. Patrol Units (16-18)		8. Search and Rescue Missions Hours (19-22)		No. (23-24)	9. Property Stolen (25-30) Dollars	
10. Property Recovered (31-36) Dollars			11. Controlled Substances Seized (37-45) Dollars (Street Value)			
12. Record (1)		13. Number of Crimes Occurring on National Forest System Lands				
13a. Item # (16-17)	13b. Type of Crime		13c. Coop Agreement Reimbursed Activity (18-20)		13d. Non-Coop Agreement Activities (21-23)	

PART I - FBI UNIFORM CRIME REPORTING

01	Criminal Homicide		
02	Forcible Rape		
03	Robbery		
04	Aggravated Assault		
05	Burglary - Breaking or Entering		
06	Larceny - Theft (Except Motor Vehicle)		
07	Motor Vehicle - Theft		
08	Arson		

PART II - FBI UNIFORM CRIME REPORTING

09	Other Assaults (simple)		
10	Stolen Property by Buying, Receiving, Possessing		
11	Vandalism		
12	Weapons - Carry, Possessing		
13	Narcotic Drug Law		
14	Driving Under the Influence		
15	Liquor Laws		
16	Drunkenness		
17	Disorderly Conduct		
18	All Other Offenses		

PART III - COOPERATOR ASSISTS

19	Assists to Forest Service Officers		
20	Assists to Public		

Remarks:

NOTE: This document is for OFFICIAL USE ONLY. It and its contents are not to be distributed outside your agency, nor duplicated, without prior approval of the USDA, Forest Service, Law Enforcement and Investigations.

