

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

206



FROM: District Attorney

SUBMITTAL DATE:
August 30, 2011

SUBJECT: Annual Federal Equitable Sharing Agreement and Certification Report (Asset Forfeiture Program) for fiscal year ending June 30, 2011.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the attached FY2011 Equitable Sharing Agreement and Certification Report for submission to the Asset Forfeiture and Money Laundering Section, U.S. Department of Justice, and authorize the Chairman of the Board and District Attorney to be Cosignatories on this document.
2. Approve the attached amended FY2009 and FY2010 Equitable Sharing Agreement and Certification Reports for submission to the Asset Forfeiture and Money Laundering Section, U.S. Department of Justice, and authorize the Chairman of the Board and District Attorney to be Cosignatories on these documents.

BACKGROUND: (Commences on Page 2)

FORM APPROVED BY COUNTY COUNSEL
DATE: 9/1/11
BY: J. P. KIPNIS
Departmental Concurrence

Jeffrey A. Van Wagenen, Jr., for
PAUL E. ZEILLERBACH, District Attorney

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	N/A
	Annual Net County Cost:	\$ 0	For Fiscal Year:	N/A

SOURCE OF FUNDS: Asset Forfeiture Trust Funds	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY:
Robert Tremaine

County Executive Office Signature

Policy ☒ Policy ☒
Consent ☐ Consent ☐

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Buster, seconded by Supervisor Ashley and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone and Ashley
Nays: None
Absent: Benoit
Date: September 27, 2011
xc: DA10

Kecia Harper-Ihem
Clerk of the Board
By:
Deputy

Prev. Agn. Ref.: 9.20.09 (#330), 10.5.10 (#13) **District:** ALL **Agenda Number:**

WITH THE CLERK OF THE BOARD

3.4

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Annual Federal Equitable Sharing Agreement and Certification Report (Asset Forfeiture Program) for fiscal year ending June 30, 2011.

DATE: August 30, 2011

PAGE 2

BACKGROUND:

As a prerequisite to receiving any Asset Forfeiture funds or property from any federal agency, the District Attorney's Office must submit the annual Federal Equitable Sharing Agreement and Certification Report. The attached report provides an analysis of Federal Asset Forfeiture funds received for fiscal year ending June 30, 2011.

The annual certifications for FY2009 and FY2010 were amended to reflect \$633.20 in expenditures that were inadvertently excluded from the final certifications submitted (\$594.47 for FY2009 and \$38.73 for FY2010). The District Attorney's Office is required to submit the amended certifications for the previous years to allow the adjustments to carryover to the FY2011 beginning balance.

Federal Asset Forfeiture funds will continue to be used for law enforcement services provided through the District Attorney's Asset Forfeiture Unit in accordance with the federal 'Guide to Equitable Sharing for State and Local Law Enforcement Agencies.' Federally adjudicated funds may only be expended pursuant to the strict parameters of the Federal Guide to Equitable Sharing for State and Local Law Enforcement Agencies. These guidelines and all expenditures fall under the direct scrutiny of the federal government and any violation of these guidelines can result in the loss of all future federally adjudicated funds.



Equitable Sharing Agreement and Certification



OMB Number 1123-0011
Expires 7-31-2011

- ☐ Police Department ☐ Sheriff's Office ☐ Task Force (Complete Table A, page 2)
☒ Prosecutor's Office ☐ Other (specify) _____

Agency Name: Riverside County District Attorney

NCIC/ORI/Tracking Number:

C	A	0	3	3	0	1	3	A
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Street Address: 3960 Orange Street

City: Riverside

State: CA

Zip: 92501

Contact: Title: Asst Dist Atty First: Jeff Last: Van Wagenen

Contact: Phone: 951.955.5517 E-mail: jvanwagenen@rivcoda.org

☐ Same as Preparer: First: Raquel Last: Zubi

Contact Preparer: Phone: 951.955.5991 E-mail: rzubi@rivcoda.org

Last Fiscal Year End: 06/30/2011 Agency Current Fiscal Year Budget: \$92,294,619.00

- ☐ New Participant: Read the Equitable Sharing Agreement (page 5) and sign the Affidavit (page 6)
- ☒ Existing Participant: Complete the Annual Certification Report, read the Equitable Sharing Agreement (page 5), and sign the Affidavit (page 6)
- ☐ Amended Form: Revise the Annual Certification Report, read the Equitable Sharing Agreement (page 5), and sign the Affidavit (page 6).

Annual Certification Report

Summary of Equitable Sharing Activity		Justice Funds ¹	Treasury Funds ²
1	Beginning Equitable Sharing Fund Balance (must match Ending Equitable Sharing Fund Balance from prior FY)	\$620,043.85	\$57,707.67
2	Federal Sharing Funds Received	\$273,804.30	\$0.00
3	Federal Sharing Funds Received from Other Law Enforcement Agencies and Task Forces (complete Table B, page 2)	\$66,692.75	\$0.00
4	Other Income	\$7,854.51	\$0.00
5	Interest Income Accrued Non-Interest Bearing <input type="radio"/> Interest Bearing <input checked="" type="radio"/>	\$5,188.84	\$391.67
6	Total Equitable Sharing Funds (total of lines 1 - 5)	\$973,584.25	\$58,099.34
7	Federal Sharing Funds Spent (total of lines a - m below)	\$25,904.53	\$0.00
8	Ending Balance (difference between line 7 and line 6)	\$947,679.72	\$58,099.34

¹ Justice Agencies are: FBI, DEA, ATF, USPIS, USDA, DCIS, DSS, and FDA.

² Treasury Agencies are: IRS, ICE, CBP, USSS, and USCG.

SEP 27 2011 3.4

Summary of Shared Monies Spent		Justice Funds	Treasury Funds
a	Total spent on salaries for new, temporary, not-to-exceed one year employees Refer to § VIII.A.2.a.3 of the <i>Justice Guide</i>	\$0.00	\$0.00
b	Total spent on overtime	\$0.00	\$0.00
c	Total spent on informants, "buy money," and rewards	\$0.00	\$0.00
d	Total spent on travel and training	\$12,683.24	\$0.00
e	Total spent on communications and computers	\$232.65	\$0.00
f	Total spent on weapons and protective gear	\$3,884.32	\$0.00
g	Total spent on electronic surveillance equipment	\$0.00	\$0.00
h	Total spent on buildings and improvements	\$0.00	\$0.00
i	Total transfers to other state and local law enforcement agencies (complete Table C, page 2)		
j	Total spent on other law enforcement expenses (complete Table D, page 3)	\$9,104.32	\$0.00
k	Total Expenditures in Support of Community-based Programs (complete Table E, page 3)		
l	Total Windfall Transfers to Other Government Agencies (complete Table F, page 3)		
m	Total spent on matching grants (complete Table G, page 3)		
n	Total	\$25,904.53	\$0.00
o	Did your agency receive non-cash assets? <input type="radio"/> Yes <input checked="" type="radio"/> No If yes, complete Table H, page 3.		

Please fill out the following tables, if applicable.

Table A: Members of Task Force

Agency Name	NCIC/ORI/Tracking Number

Table B: Equitable Sharing Funds Received from other Agencies

Total the amount transferred to each agency on separate lines

Transferring Agency Name, City, and State	Justice Funds	Treasury Funds
Agency Name: Imperial County Narcotic Task Force, Imperial, CA NCIC/ORI/Tracking Number: C A 0 1 3 1 0 0 0	\$20,970.00	\$0.00
Agency Name: San Bernardino County Sheriff's Department, San Bernardino, CA NCIC/ORI/Tracking Number: C A 0 3 6 0 0 0 0	\$45,722.75	\$0.00

Table C: Equitable Sharing Funds Transferred to Other Agencies

Total the amount transferred to each agency on separate lines

Receiving Agency Name, City, and State	Justice Funds	Treasury Funds
--	---------------	----------------

Receiving Agency Name, City, and State		Justice Funds	Treasury Funds
Agency Name: <input type="text"/>			
NCIC/ORI/Tracking Number: <input type="text"/>			

Table D: Other Law Enforcement Expenses

Description of Expense	Justice Funds	Treasury Funds
Court reporter fees - trial transcripts, certified copy of proceedings	\$1,329.90	\$0.00
Printing - jury questionnaire, SSI injunction	\$7,647.01	\$0.00
Office supplies	\$117.16	\$0.00
Use Tax	\$10.25	\$0.00

Table E: Expenditures in Support of Community-based Programs

Refer to § VIII.A.1.m and Appendix C of the *Justice Guide*

Recipient	Justice Funds	
<input type="text"/>	<input type="text"/>	

Table F: Windfall Transfers to Other Government Agencies

Refer to § VIII.A.1.n of the *Justice Guide* and pp. 25-26 of the *Treasury Guide*

Recipient	Justice Funds	Treasury Funds
<input type="text"/>	<input type="text"/>	<input type="text"/>

Table G: Matching Grants

Refer to § VIII.A.1.h of the *Justice Guide* and p. 22 of the *Treasury Guide*

Matching Grant Name	Justice Funds	Treasury Funds
<input type="text"/>	<input type="text"/>	<input type="text"/>

Table H: Other Non-Cash Assets Received

Source	Description of Asset
Justice <input type="radio"/>	<input type="text"/>
Treasury <input type="radio"/>	

Table I: Civil Rights Cases

Name of Case	Type of Discrimination Alleged			
<input type="text"/>	<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Gender
	<input type="checkbox"/> Disability	<input type="checkbox"/> Age	<input type="checkbox"/> Other <input type="text"/>	

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create accurate and easily understood forms that impose the least possible burden on you to complete. The estimated average time to complete this form is 30 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, please write to the Asset Forfeiture and Money Laundering Section, Program Management and Strategic Planning Unit, 1400 New York Avenue, N.W., Second Floor, Washington, DC 20005.

Equitable Sharing Agreement

This Federal Equitable Sharing Agreement, entered into among (1) the Federal Government, (2) the above-stated law enforcement agency ("Agency"), and (3) the governing body, sets forth the requirements for participation in the federal equitable sharing program and the restrictions upon the use of federally forfeited cash, property, proceeds, and any interest earned thereon, which are equitably shared with participating law enforcement agencies. By its signatures, the Agency agrees that it will be bound by the statutes and guidelines that regulate shared assets and the following requirements for participation in the federal equitable sharing program. Receipt of the signed Equitable Sharing Agreement and Certification (this "Document") is a prerequisite to receiving any equitably shared cash, property, or proceeds.

1. Submission. This Document must be submitted to aca.submit@usdoj.gov within 60 days of the end of the Agency's fiscal year. This Document must be submitted electronically with the Affidavit/Signature page (page 6) submitted by fax. This will constitute submission to the Department of Justice and the Department of Treasury.

2. Signatories. This agreement must be signed by the head of the Agency and the head of the governing body. Examples of Agency heads include police chief, sheriff, director, commissioner, superintendent, administrator, chairperson, secretary, city attorney, county attorney, district attorney, prosecuting attorney, state attorney, commonwealth attorney, and attorney general. The governing body's head is the person who allocates funds or approves the budget for the Agency. Examples of governing body heads include city manager, mayor, city council chairperson, county executive, county council chairperson, director, secretary, administrator, commissioner, and governor.

3. Uses. Any shared asset shall be used for law enforcement purposes in accordance with the statutes and guidelines that govern the federal Equitable Sharing Program as set forth in the current edition of the Department of Justice's *Guide to Equitable Sharing for State and Local Law Enforcement (Justice Guide)*, and the Department of the Treasury's *Guide to Equitable Sharing for Foreign Countries and Federal, State, and Local Law Enforcement Agencies (Treasury Guide)*.

4. Transfers. Before the Agency transfers cash, property, or proceeds to other state or local law enforcement agencies, it must first verify with the Department of Justice or the Department of Treasury, depending on the source of the funds, that the receiving agency is a federal Equitable Sharing Program participant and has a current Equitable Sharing Agreement and Certification on file.

5. Internal Controls. The Agency agrees to account separately for federal equitable sharing funds received from the Department of Justice and the Department of the Treasury. Funds from state and local forfeitures and other sources must not be commingled with federal equitable sharing funds. The Agency shall establish a separate revenue account or accounting code for state, local, Department of Justice, and Department of the Treasury forfeiture funds. Interest income generated must be accounted for in the appropriate federal forfeiture fund account.

The Agency agrees that such accounting will be subject to the standard accounting requirements and practices employed for other public monies as supplemented by requirements set forth in the current edition of the *Justice Guide* and the *Treasury Guide*, including the requirement in the *Justice Guide* to maintain relevant documents and records for five years.

The misuse or misapplication of shared resources or the supplantation of existing resources with shared assets is prohibited. Failure to comply with any provision of this agreement shall subject the recipient agency to the sanctions stipulated in the current edition of the *Justice or Treasury Guides*, depending on the source of the funds/property.

6. Audit Report. Audits will be conducted as provided by the Single Audit Act Amendments of 1996 and OMB Circular A-133. The Department of Justice and Department of the Treasury reserve the right to conduct periodic random audits.

Affidavit - Existing Participant

Under penalty of perjury, the undersigned officials certify that **they have read and understand their obligations under the Equitable Sharing Agreement** and that the information submitted in conjunction with this Document is an accurate accounting of funds received and spent by the Agency under the *Justice and/or Treasury Guides* during the reporting period and that the recipient Agency is in compliance with the National Code of Professional Conduct for Asset Forfeiture.

The undersigned certify that the recipient Agency is in compliance with the nondiscrimination requirements of the following laws and their Department of Justice implementing regulations: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), which prohibit discrimination on the basis of race, color, national origin, disability, or age in any federally assisted program or activity, or on the basis of sex in any federally assisted education program or activity. The Agency agrees that it will comply with all federal statutes and regulations permitting federal investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights and other applicable statutes and regulations.

During the past fiscal year: (1) has any court or administrative agency issued any finding, judgment, or determination that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above; or (2) has the Agency entered into any settlement agreement with respect to any complaint filed with a court or administrative agency alleging that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above? ☐ Yes ☒ No

If you answered yes to the above question, complete Table I

Agency Head

See ¶ 2 on page

Signature: Paul E. Zellerbach

Name: Paul E. Zellerbach

Title: District Attorney

Date: _____

Governing Body Head

See ¶ 2 on page

Signature: Bob Buster

Name: Bob Buster

Title: Chairman, Board of Supervisors

Date: SEP 27 2011

Subscribe to Equitable Sharing Wire:

The Equitable Sharing Wire is an electronic newsletter that gives you important, substantive, information regarding Equitable Sharing policies, practices, and procedures.

rzubi@rivcoda.org

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Step 2: Click to save in XML format

Step 3: E-mail the XML file to aca.submit@usdoj.gov

Step 4: Fax THIS SIGNED PAGE ONLY to (202) 616-1344

FOR AGENCY USE ONLY

Entered by _____

Entered on _____

☐ FY End: 06/30/2011

Date Printed: September 02, 2011 09:16

☒ NCIC: CA033013A Agency: Riverside County District Attorney

Phone: 951.955.5517

☐ State: CA Contact: Jeff Van Wagenen

E-mail: jvanwagenen@rivcoda.org

ATTEST:
KECIA HARPER-IHEM, Clerk
By: Kecia Harper-Ihem

FORM APPROVED COUNTY COUNSEL
BY: NEAL R. KIPNIS DATE: 9/13/11



Equitable Sharing Agreement and Certification



OMB Number 1123-0011
Expires 7-31-2011

- ☐ Police Department ☐ Sheriff's Office ☐ Task Force (Complete Table A, page 2)
☒ Prosecutor's Office ☐ Other (specify) _____

Agency Name: Riverside County District Attorney

NCIC/ORI/Tracking Number:

C	A	0	3	3	0	1	3	A
---	---	---	---	---	---	---	---	---

Street Address: 3960 Orange Street

City: Riverside

State: CA

Zip: 92501

Contact: Title: Asst Dist Atty First: Jeff Last: Van Wagenen

Contact: Phone: 951.955.5517 E-mail: jvanwagenen@rivcoda.org

☐ Same as Preparer: First: Raquel Last: Zubi
Contact

Preparer: Phone: 951.955.5991 E-mail: rzubi@rivcoda.org

Last Fiscal Year End: 06/30/2010 **Agency Current Fiscal Year Budget:** \$95,876,072.00

- ☐ **New Participant:** Read the Equitable Sharing Agreement (page 5) and sign the Affidavit (page 6)
- ☐ **Existing Participant:** Complete the Annual Certification Report, read the Equitable Sharing Agreement (page 5), and sign the Affidavit (page 6)
- ☒ **Amended Form:** Revise the Annual Certification Report, read the Equitable Sharing Agreement (page 5), and sign the Affidavit (page 6).

Annual Certification Report

Summary of Equitable Sharing Activity		Justice Funds ¹	Treasury Funds ²
1	Beginning Equitable Sharing Fund Balance (must match Ending Equitable Sharing Fund Balance from prior FY)	\$682,996.09	\$57,026.29
2	Federal Sharing Funds Received	\$29,509.48	\$0.00
3	Federal Sharing Funds Received from Other Law Enforcement Agencies and Task Forces (complete Table B, page 2)	\$19,249.46	\$0.00
4	Other Income	\$0.00	\$0.00
5	Interest Income Accrued Non-Interest Bearing <input type="radio"/> Interest Bearing <input checked="" type="radio"/>	\$7,936.48	\$681.38
6	Total Equitable Sharing Funds (total of lines 1 - 5)	\$739,691.51	\$57,707.67
7	Federal Sharing Funds Spent (total of lines a - m below)	\$119,647.66	\$0.00
8	Ending Balance (difference between line 7 and line 6)	\$620,043.85	\$57,707.67

¹ Justice Agencies are: FBI, DEA, ATF, USPIS, USDA, DCIS, DSS, and FDA.

² Treasury Agencies are: IRS, ICE, CBP, USSS, and USCG.

SEP 27 2011 3.4

Summary of Shared Monies Spent		Justice Funds	Treasury Funds
a	Total spent on salaries for new, temporary, not-to-exceed one year employees Refer to § VIII.A.2.a.3 of the <i>Justice Guide</i>	\$0.00	\$0.00
b	Total spent on overtime	\$0.00	\$0.00
c	Total spent on informants, "buy money," and rewards	\$3,100.00	\$0.00
d	Total spent on travel and training	\$12,042.17	\$0.00
e	Total spent on communications and computers	\$59,426.74	\$0.00
f	Total spent on weapons and protective gear	\$34,903.90	\$0.00
g	Total spent on electronic surveillance equipment	\$0.00	\$0.00
h	Total spent on buildings and improvements	\$10,174.85	\$0.00
i	Total transfers to other state and local law enforcement agencies (complete Table C, page 3)		
j	Total spent on other law enforcement expenses (complete Table D, page 3)		
k	Total Expenditures in Support of Community-based Programs (complete Table E, page 3)		
l	Total Windfall Transfers to Other Government Agencies (complete Table F, page 3)		
m	Total spent on matching grants (complete Table G, page 3)		
n	Total	\$119,647.66	\$0.00
o	Did your agency receive non-cash assets? <input type="radio"/> Yes <input checked="" type="radio"/> No If yes, complete Table H, page 3.		

Please fill out the following tables, if applicable.

Table A: Members of Task Force

Agency Name	NCIC/ORI/Tracking Number

Table B: Equitable Sharing Funds Received from other Agencies

Total the amount transferred to each agency on separate lines

Transferring Agency Name, City, and State	Justice Funds	Treasury Funds
Agency Name: Inland Regional Narcotic Enforcement Team		
NCIC/ORI/Tracking Number: C A 0 3 6 0 0 7 5	\$3,696.11	\$0.00
Agency Name: Inland Allied Crackdown Task Force		
NCIC/ORI/Tracking Number: C A E Q 0 0 2 8 1	\$12,149.70	\$0.00
Agency Name: Bureau of Narcotic Enforcement		
NCIC/ORI/Tracking Number: C A 0 3 4 9 4 9 6	\$3,403.65	\$0.00

Table C: Equitable Sharing Funds Transferred to Other Agencies

Total the amount transferred to each agency on separate lines

Receiving Agency Name, City, and State	Justice Funds	Treasury Funds
Agency Name: <input type="text"/>	<input type="text"/>	<input type="text"/>
NCIC/ORI/Tracking Number: <input type="text"/>	<input type="text"/>	<input type="text"/>

Table D: Other Law Enforcement Expenses

Description of Expense	Justice Funds	Treasury Funds
<input type="text"/>	<input type="text"/>	<input type="text"/>

Table E: Expenditures in Support of Community-based ProgramsRefer to § VIII.A.1.m and Appendix C of the *Justice Guide*


Recipient	Justice Funds	
<input type="text"/>	<input type="text"/>	

Table F: Windfall Transfers to Other Government AgenciesRefer to § VIII.A.1.n of the *Justice Guide* and pp. 25-26 of the *Treasury Guide*

Recipient	Justice Funds	Treasury Funds
<input type="text"/>	<input type="text"/>	<input type="text"/>

Table G: Matching GrantsRefer to § VIII.A.1.h of the *Justice Guide* and p. 22 of the *Treasury Guide*

Matching Grant Name	Justice Funds	Treasury Funds
<input type="text"/>	<input type="text"/>	<input type="text"/>

Table H: Other Non-Cash Assets Received

Source	Description of Asset
Justice <input type="radio"/>	<input type="text"/>
Treasury <input type="radio"/>	

Table I: Civil Rights Cases

Name of Case	Type of Discrimination Alleged			
<input type="text"/>	<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Gender
	<input type="checkbox"/> Disability	<input type="checkbox"/> Age	<input type="checkbox"/> Other <input type="text"/>	

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Equitable Sharing Agreement

This Federal Equitable Sharing Agreement, entered into among (1) the Federal Government, (2) the above-stated law enforcement agency ("Agency"), and (3) the governing body, sets forth the requirements for participation in the federal equitable sharing program and the restrictions upon the use of federally forfeited cash, property, proceeds, and any interest earned thereon, which are equitably shared with participating law enforcement agencies. By its signatures, the Agency agrees that it will be bound by the statutes and guidelines that regulate shared assets and the following requirements for participation in the federal equitable sharing program. Receipt of the signed Equitable Sharing Agreement and Certification (this "Document") is a prerequisite to receiving any equitably shared cash, property, or proceeds.

- 1. Submission.** This Document must be submitted to aca.submit@usdoj.gov within 60 days of the end of the Agency's fiscal year. This Document must be submitted electronically with the Affidavit/Signature page (page 6) submitted by fax. This will constitute submission to the Department of Justice and the Department of Treasury.
- 2. Signatories.** This agreement must be signed by the head of the Agency and the head of the governing body. Examples of Agency heads include police chief, sheriff, director, commissioner, superintendent, administrator, chairperson, secretary, city attorney, county attorney, district attorney, prosecuting attorney, state attorney, commonwealth attorney, and attorney general. The governing body's head is the person who allocates funds or approves the budget for the Agency. Examples of governing body heads include city manager, mayor, city council chairperson, county executive, county council chairperson, director, secretary, administrator, commissioner, and governor.
- 3. Uses.** Any shared asset shall be used for law enforcement purposes in accordance with the statutes and guidelines that govern the federal Equitable Sharing Program as set forth in the current edition of the Department of Justice's *Guide to Equitable Sharing for State and Local Law Enforcement (Justice Guide)*, and the Department of the Treasury's *Guide to Equitable Sharing for Foreign Countries and Federal, State, and Local Law Enforcement Agencies (Treasury Guide)*.
- 4. Transfers.** Before the Agency transfers cash, property, or proceeds to other state or local law enforcement agencies, it must first verify with the Department of Justice or the Department of Treasury, depending on the source of the funds, that the receiving agency is a federal Equitable Sharing Program participant and has a current Equitable Sharing Agreement and Certification on file.
- 5. Internal Controls.** The Agency agrees to account separately for federal equitable sharing funds received from the Department of Justice and the Department of the Treasury. Funds from state and local forfeitures and other sources must not be commingled with federal equitable sharing funds. The Agency shall establish a separate revenue account or accounting code for state, local, Department of Justice, and Department of the Treasury forfeiture funds. Interest income generated must be accounted for in the appropriate federal forfeiture fund account.

The Agency agrees that such accounting will be subject to the standard accounting requirements and practices employed for other public monies as supplemented by requirements set forth in the current edition of the *Justice Guide* and the *Treasury Guide*, including the requirement in the *Justice Guide* to maintain relevant documents and records for five years.

The misuse or misapplication of shared resources or the supplantation of existing resources with shared assets is prohibited. Failure to comply with any provision of this agreement shall subject the recipient agency to the sanctions stipulated in the current edition of the *Justice or Treasury Guides*, depending on the source of the funds/property.
- 6. Audit Report.** Audits will be conducted as provided by the Single Audit Act Amendments of 1996 and OMB Circular A-133. The Department of Justice and Department of the Treasury reserve the right to conduct periodic random audits.

Affidavit - Amended Form

Under penalty of perjury, the undersigned officials certify that **they have read and understand their obligations under the Equitable Sharing Agreement** and that the information submitted in conjunction with this Document is an accurate accounting of funds received and spent by the Agency under the *Justice* and/or *Treasury Guides* during the reporting period and that the recipient Agency is in compliance with the National Code of Professional Conduct for Asset Forfeiture.

The undersigned certify that the recipient Agency is in compliance with the nondiscrimination requirements of the following laws and their Department of Justice implementing regulations: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), which prohibit discrimination on the basis of race, color, national origin, disability, or age in any federally assisted program or activity, or on the basis of sex in any federally assisted education program or activity. The Agency agrees that it will comply with all federal statutes and regulations permitting federal investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights and other applicable statutes and regulations.

During the past fiscal year: (1) has any court or administrative agency issued any finding, judgment, or determination that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above; or (2) has the Agency entered into any settlement agreement with respect to any complaint filed with a court or administrative agency alleging that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above? ☐ Yes ☒ No

If you answered yes to the above question, complete Table I

Agency Head

See ¶ 2 on page

Signature:

Name: Paul E. Zellerbach

Title: District Attorney

Date:

Governing Body Head

See ¶ 2 on page

Signature:

Name: Bob Buster

Title: Chairman, Board of Supervisors

Date:

SEP 27 2011

Subscribe to Equitable Sharing Wire:

The Equitable Sharing Wire is an electronic newsletter that gives you important, substantive, information regarding Equitable Sharing policies, practices, and procedures.

rzubi@rivcoda.org

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Entered on _____

☐ FY End: 06/30/2010

☐ NCIC: CA033013A Agency: Riverside County District Attorney

☒ State: CA Contact: Jeff Van Wagenen

Phone: 951.955.5517

E-mail: jvanwagenen@rivcoda.org



Date Printed: August 08, 2011 16:19

ATTEST:
KECIA HARPER-IHEM, Clerk
By [Signature] DEPUTY

FORM APPROVED COUNTY COUNSEL
BY NEAL R. KIPNIS
DATE 9/27/11



Equitable Sharing Agreement and Certification



OMB Number 1123-0011
Expires 7-31-2011

- ☐ Police Department ☐ Sheriff's Office ☐ Task Force (Complete Table A, page 2)
☒ Prosecutor's Office ☐ Other (specify) _____

Agency Name: Riverside County District Attorney

NCIC/ORI/Tracking Number:

C	A	0	3	3	0	1	3	A
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Street Address: 3960 Orange Street

City: Riverside State: CA Zip: 92501

Contact: Title: Asst Dist Atty First: Jeff Last: Van Wagenen

Contact: Phone: 951.955.5517 E-mail: jvanwagenen@rivcoda.org

☐ Same as Preparer: First: Raquel Last: Zubi

Contact Preparer: Phone: 951.955.5991 E-mail: rzubi@rivcoda.org

Last Fiscal Year End: 06/30/2009 Agency Current Fiscal Year Budget: \$93,952,398.00

- ☐ New Participant: Read the Equitable Sharing Agreement (page 5) and sign the Affidavit (page 6)
☐ Existing Participant: Complete the Annual Certification Report, read the Equitable Sharing Agreement (page 5), and sign the Affidavit (page 6)
☒ Amended Form: Revise the Annual Certification Report, read the Equitable Sharing Agreement (page 5), and sign the Affidavit (page 6).

Annual Certification Report

Summary of Equitable Sharing Activity		Justice Funds ¹	Treasury Funds ²
1	Beginning Equitable Sharing Fund Balance (must match Ending Equitable Sharing Fund Balance from prior FY)	\$720,129.30	\$0.00
2	Federal Sharing Funds Received	\$20,916.46	\$56,936.32
3	Federal Sharing Funds Received from Other Law Enforcement Agencies and Task Forces (complete Table B, page 2)		
4	Other Income	\$0.00	\$0.00
5	Interest Income Accrued Non-Interest Bearing <input type="radio"/> Interest Bearing <input checked="" type="radio"/>	\$16,203.73	\$89.97
6	Total Equitable Sharing Funds (total of lines 1 - 5)	\$757,249.49	\$57,026.29
7	Federal Sharing Funds Spent (total of lines a - m below)	\$74,253.40	\$0.00
8	Ending Balance (difference between line 7 and line 6)	\$682,996.09	\$57,026.29

¹ Justice Agencies are: FBI, DEA, ATF, USPIS, USDA, DCIS, DSS, and FDA.

² Treasury Agencies are: IRS, ICE, CBP, USSS, and USCG.

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Summary of Shared Monies Spent		Justice Funds	Treasury Funds
a	Total spent on salaries for new, temporary, not-to-exceed one year employees Refer to § VIII.A.2.a.3 of the <i>Justice Guide</i>	\$0.00	\$0.00
b	Total spent on overtime	\$0.00	\$0.00
c	Total spent on informants, "buy money," and rewards	\$28,192.63	\$0.00
d	Total spent on travel and training	\$2,609.85	\$0.00
e	Total spent on communications and computers	\$7,752.34	\$0.00
f	Total spent on weapons and protective gear	\$20,106.21	\$0.00
g	Total spent on electronic surveillance equipment	\$0.00	\$0.00
h	Total spent on buildings and improvements	\$15,592.37	\$0.00
i	Total transfers to other state and local law enforcement agencies (complete Table C, page 2)		
j	Total spent on other law enforcement expenses (complete Table D, page 3)		
k	Total Expenditures in Support of Community-based Programs (complete Table E, page 3)		
l	Total Windfall Transfers to Other Government Agencies (complete Table F, page 3)		
m	Total spent on matching grants (complete Table G, page 3)		
n	Total	\$74,253.40	\$0.00
o	Did your agency receive non-cash assets? <input type="radio"/> Yes <input checked="" type="radio"/> No If yes, complete Table H, page 3.		

Please fill out the following tables, if applicable.

Table A: Members of Task Force

Agency Name	NCIC/ORI/Tracking Number

Table B: Equitable Sharing Funds Received from other Agencies

Total the amount transferred to each agency on separate lines

Transferring Agency Name, City, and State	Justice Funds	Treasury Funds
Agency Name: <input type="text"/>		
NCIC/ORI/Tracking Number: <input type="text"/>		
Agency Name: <input type="text"/>		
NCIC/ORI/Tracking Number: <input type="text"/>		

Table C: Equitable Sharing Funds Transferred to Other Agencies

Total the amount transferred to each agency on separate lines

Receiving Agency Name, City, and State	Justice Funds	Treasury Funds
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Receiving Agency Name, City, and State		Justice Funds	Treasury Funds
Agency Name: <input type="text"/>		<input type="text"/>	<input type="text"/>
NCIC/ORI/Tracking Number: <input type="text"/>			

Table D: Other Law Enforcement Expenses

Description of Expense	Justice Funds	Treasury Funds
<input type="text"/>	<input type="text"/>	<input type="text"/>

Table E: Expenditures in Support of Community-based Programs

Refer to § VIII.A.1.m and Appendix C of the *Justice Guide*

Recipient	Justice Funds	Treasury Funds
<input type="text"/>	<input type="text"/>	<input type="text"/>

Table F: Windfall Transfers to Other Government Agencies

Refer to § VIII.A.1.n of the *Justice Guide* and pp. 25-26 of the *Treasury Guide*

Recipient	Justice Funds	Treasury Funds
<input type="text"/>	<input type="text"/>	<input type="text"/>

Table G: Matching Grants

Refer to § VIII.A.1.h of the *Justice Guide* and p. 22 of the *Treasury Guide*

Matching Grant Name	Justice Funds	Treasury Funds
<input type="text"/>	<input type="text"/>	<input type="text"/>

Table H: Other Non-Cash Assets Received

Source	Description of Asset
Justice <input type="radio"/>	<input type="text"/>
Treasury <input type="radio"/>	

Table I: Civil Rights Cases

Name of Case	Type of Discrimination Alleged			
<input type="text"/>	<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Gender
	<input type="checkbox"/> Disability	<input type="checkbox"/> Age	<input type="checkbox"/> Other <input type="text"/>	

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create accurate and easily understood forms that impose the least possible burden on you to complete. The estimated average time to complete this form is 30 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, please write to the Asset Forfeiture and Money Laundering Section, Program Management and Strategic Planning Unit, 1400 New York Avenue, N.W., Second Floor, Washington, DC 20005.

Equitable Sharing Agreement

This Federal Equitable Sharing Agreement, entered into among (1) the Federal Government, (2) the above-stated law enforcement agency ("Agency"), and (3) the governing body, sets forth the requirements for participation in the federal equitable sharing program and the restrictions upon the use of federally forfeited cash, property, proceeds, and any interest earned thereon, which are equitably shared with participating law enforcement agencies. By its signatures, the Agency agrees that it will be bound by the statutes and guidelines that regulate shared assets and the following requirements for participation in the federal equitable sharing program. Receipt of the signed Equitable Sharing Agreement and Certification (this "Document") is a prerequisite to receiving any equitably shared cash, property, or proceeds.

1. Submission. This Document must be submitted to aca.submit@usdoj.gov within 60 days of the end of the Agency's fiscal year. This Document must be submitted electronically with the Affidavit/Signature page (page 6) submitted by fax. This will constitute submission to the Department of Justice and the Department of Treasury.

2. Signatories. This agreement must be signed by the head of the Agency and the head of the governing body. Examples of Agency heads include police chief, sheriff, director, commissioner, superintendent, administrator, chairperson, secretary, city attorney, county attorney, district attorney, prosecuting attorney, state attorney, commonwealth attorney, and attorney general. The governing body's head is the person who allocates funds or approves the budget for the Agency. Examples of governing body heads include city manager, mayor, city council chairperson, county executive, county council chairperson, director, secretary, administrator, commissioner, and governor.

3. Uses. Any shared asset shall be used for law enforcement purposes in accordance with the statutes and guidelines that govern the federal Equitable Sharing Program as set forth in the current edition of the Department of Justice's *Guide to Equitable Sharing for State and Local Law Enforcement (Justice Guide)*, and the Department of the Treasury's *Guide to Equitable Sharing for Foreign Countries and Federal, State, and Local Law Enforcement Agencies (Treasury Guide)*.

4. Transfers. Before the Agency transfers cash, property, or proceeds to other state or local law enforcement agencies, it must first verify with the Department of Justice or the Department of Treasury, depending on the source of the funds, that the receiving agency is a federal Equitable Sharing Program participant and has a current Equitable Sharing Agreement and Certification on file.

5. Internal Controls. The Agency agrees to account separately for federal equitable sharing funds received from the Department of Justice and the Department of the Treasury. Funds from state and local forfeitures and other sources must not be commingled with federal equitable sharing funds. The Agency shall establish a separate revenue account or accounting code for state, local, Department of Justice, and Department of the Treasury forfeiture funds. Interest income generated must be accounted for in the appropriate federal forfeiture fund account.

The Agency agrees that such accounting will be subject to the standard accounting requirements and practices employed for other public monies as supplemented by requirements set forth in the current edition of the *Justice Guide* and the *Treasury Guide*, including the requirement in the *Justice Guide* to maintain relevant documents and records for five years.

The misuse or misapplication of shared resources or the supplantation of existing resources with shared assets is prohibited. Failure to comply with any provision of this agreement shall subject the recipient agency to the sanctions stipulated in the current edition of the *Justice or Treasury Guides*, depending on the source of the funds/property.

6. Audit Report. Audits will be conducted as provided by the Single Audit Act Amendments of 1996 and OMB Circular A-133. The Department of Justice and Department of the Treasury reserve the right to conduct periodic random audits.

Affidavit - Amended Form

Under penalty of perjury, the undersigned officials certify that **they have read and understand their obligations under the Equitable Sharing Agreement** and that the information submitted in conjunction with this Document is an accurate accounting of funds received and spent by the Agency under the *Justice* and/or *Treasury Guides* during the reporting period and that the recipient Agency is in compliance with the National Code of Professional Conduct for Asset Forfeiture.

The undersigned certify that the recipient Agency is in compliance with the nondiscrimination requirements of the following laws and their Department of Justice implementing regulations: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), which prohibit discrimination on the basis of race, color, national origin, disability, or age in any federally assisted program or activity, or on the basis of sex in any federally assisted education program or activity. The Agency agrees that it will comply with all federal statutes and regulations permitting federal investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights and other applicable statutes and regulations.

During the past fiscal year: (1) has any court or administrative agency issued any finding, judgment, or determination that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above; or (2) has the Agency entered into any settlement agreement with respect to any complaint filed with a court or administrative agency alleging that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above? ☐ Yes ☒ No

If you answered yes to the above question, complete Table I

Agency Head

See ¶ 2 on page

Signature:

Name: Paul E. Zellerbach

Title: District Attorney

Date:

Governing Body Head

See ¶ 2 on page

Signature:

Name: Bob Buster

Title: Chairman, Board of Supervisors

Date: SEP 27 2011

Subscribe to Equitable Sharing Wire:

The Equitable Sharing Wire is an electronic newsletter that gives you important, substantive, information regarding Equitable Sharing policies, practices, and procedures.

rzubi@rivcoda.org

Final Instructions:

Step 1: Click to save for your records

Step 2: Click to save in XML format

Step 3: E-mail the XML file to aca.submit@usdoj.gov

Step 4: Fax THIS SIGNED PAGE ONLY to (202) 616-1344

FOR AGENCY USE ONLY

Entered by _____

Entered on _____

☐ FY End: 06/30/2009

☐ NCIC: CA033013A

☒ State: CA

Contact: Jeff Van Wagenen



Date Printed: August 08, 2011 16:05

Phone: 951.955.5517

E-mail: jvanwagenen@rivcoda.org

ATTEST:

KECIA HARPER-IHEM, Clerk

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FORM APPROVED COUNTY COUNSEL
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SEP 27 2011 3.4